

Personnel -- Certified/Non-Certified

Use of Board of Education Vehicles or Privately Owned Vehicles

Employees should use contracted transportation for all school sponsored events and activities to transport student. In the event of an emergency, an employee should call 911 or police services. The use of privately owned vehicles for District business shall be kept to a minimum, and such vehicles should only be used when absolutely necessary. In the event that contracted transportation is unavailable, an employee may only use a Board of Education vehicle or a privately owned vehicle (when a Board of Education vehicle is unavailable) if the following requirements are satisfied:

1. The employee applies in writing and receives the advanced written permission of the Superintendent or his/her designee;
2. The employee possesses an automobile insurance policy with liability coverage of at least \$300,000 and provides a copy of such policy to the Superintendent or his/her designee at the time he/she applies in writing;
3. In accordance with Connecticut laws, the employee possesses a valid Connecticut driver's license, commercial or class D, with the appropriate endorsements and provides a copy of such license to the Superintendent or his/her designee at the time he/she applies in writing; when driving a Board vehicle or private vehicle which is not the result of an incidental, unplanned or emergency situation;
4. The employee agrees to maintain his/her privately owned vehicle in a safe operating condition;
5. The employee agrees to follow all federal and state laws and regulations regarding the operation of motor vehicles;
6. The employee agrees to follow all Board of Education rules for motor vehicle safety, including use of seatbelts and codes of conduct;
7. The employee agrees to defend, indemnify, and hold harmless the Board of Education and their agents, servants or employees from any and all claims, suits or demands by anyone arising from said participant's use of their personal auto for District business.

Employees who do not satisfy the above requirements are prohibited from transporting students to and/or from school sponsored events and activities in Board of Education vehicles or privately owned vehicles.

Personnel -- Certified/Non-Certified

Use of Board of Education Vehicles or Privately Owned Vehicles (continued)

(cf. 3541.22 – Drivers)

(cf. 3541.44 – Use of Private Automobiles on School Trips (by school employees))

Legal Reference: Connecticut General Statutes

14-1(i) Motor vehicles: definitions.

14-212 (8) Definitions - “Student transportation vehicle.”

14-212 (2) Definitions - “Carrier.”

14-261b Drug and alcohol testing of drivers of certain vehicles, mechanics and forklift operators.

14-276 to 14-279 re: school bus operators et. al.

PA 07-224 An Act Concerning Operator’s Licenses Bearing a School Bus Endorsement.

Declaratory Ruling, Nov. 16, 2007- Robert M. Ward, Commissioner, DMV

2717 Alcohol and controlled substances testing (Omnibus Transportation Employee Testing Act of 1991)

Policy adopted: December 8, 2008

EAST HAMPTON PUBLIC SCHOOLS
East Hampton, Connecticut

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East Hampton, Connecticut**

**REQUEST AND APPROVAL FORM FOR USE OF
BOARD OF EDUCATION VEHICLE OR PRIVATELY OWNED VEHICLE**

School: _____

I, _____, request permission to:

- Use a Board of Education vehicle; or
 My privately owned vehicle for the transportation of students

For the following school sponsored event or activity _____
_____.

By signing below, I, _____, agree as follows:

1. I have an automobile insurance policy with liability coverage of at least \$300,000, a copy of which is attached to this request;
2. I have a valid Connecticut driver's license, commercial or class D, with the appropriate endorsements, a copy of which is attached to this request;
3. My vehicle is in safe operating condition and equipped with seat belts that will be used by each passenger;
4. I will follow all federal and state laws and regulations regarding the operation of motor vehicles;
5. I will follow all Board of Education rules for motor vehicle safety, including codes of conduct; and
6. The employee agrees to defend, indemnify, and hold harmless the East Hampton Board of Education and their agents, servants or employees from any and all claims, suits or demands by anyone arising from said participant's use of their personal auto for district business.

Signature

Date

APPROVAL

The Superintendent of Schools or his/her designee hereby authorizes _____
to use a Board of Education vehicle or his/her privately owned vehicle (circle applicable) to
transport students as requested above.

Superintendent

Date