

Student Transportation in Private Vehicles

Students may not transport themselves or other students on school-sponsored trips. A teacher, coach or other staff member may be given permission by the appropriate administrator to transport a student or small group of students for school or activity purposes in the employee's automobile. The employee must present proof that the vehicles and its occupants are adequately covered with insurance. Standing permission may be given school nurses and others who need to transport students frequently.

Employees permitted to use their cars for such purposes will be reimbursed at the standard mileage rate.

Revised: Date of Manual Recodification

CROSS REF.: DLC, Expense Reimbursements