

<u>Section:</u> Business Management	Knox County Board of Education Policy		
	Private Vehicles for Transporting Students	Descriptor Code:	Issued:
		E-173	7/95
		Reviewed:	Revised:
	4/17	6/17	

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The Board recognizes that certain employees may need to use their private vehicles for school purposes. The following provisions apply to such use within Tennessee. Out of state trips may require additional provisions.

1. To use a private vehicle for school purposes, the employee must have the written permission of the Director of Schools or the Director’s designee and proof of vehicle liability insurance coverage in the following forms:
 - a. A copy of the insurance certificate issued to the insured indicating liability limits of at least \$300,000/700,000 (bodily injury) and \$100,000 (property).
 - b. A specific permit for each trip involving students, including field trips.
 - c. An employee of KCS must have prior written permission of the Director of Schools or his designee to rent or lease a vehicle for any period of time that is paid for with school funds. Rented or leased vehicles cannot be used for transporting students to any school related activity without prior permission of the Director of Schools or designee.
 - d. An employee renting or leasing a vehicle in their name to transport students to any school related activity shall assume the same responsibility and liability as an employee owned vehicle. In this case, all requirements of any private vehicle for school purposes are required.
2. A passenger van designed to carry more than 10 persons shall **NOT** be used to transport students.¹
3. The school system shall assume no responsibility for liability in case of accident, unless the employee has the proper authorization described above.
4. The Board specifically forbids any employee to transport students for school purposes without prior authorization by the Director of Schools or his designee.
5. Privately-owned school buses and drivers of such shall meet all requirements of state law and Tennessee State Board Rules, Regulations, and Minimum Standards.²
6. No student shall be sent on school related errands in a vehicle owned by the student or an employee without written parental permission and proof of insurance.
7. No employee may ask for or give permission to students to transport other students to and from any school or school-related activity.
8. It is the responsibility of the principal to verify that all drivers possess a valid driver's license and proof of vehicle liability insurance.

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Legal References:

1. TCA § 49-6-2115.
2. TRR/MS 0520-1-5.

Approved as to Legal Form
By Knox County Law Director 4/20/2017
/Gary T. Dupler/Deputy Law Director