

<u>Section:</u>  <b>Business Management</b>	<b>Knox County Board of Education Policy</b>		
	<b>Use of Vehicles for Work- Related Purposes Including Transporting Students</b>	Descriptor Code:	Issued:
		<b>E-173</b>	<b>7/95</b>
		Reviewed:	Revised:
	<b>1/25</b>	<b>3/25</b>	

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The Board recognizes that employees may need to rent, lease, or use their private vehicle for work-related purposes, including the transportation of students.

Any employee renting or leasing a vehicle in their name for work-related purposes must receive approval from the Director of Schools or the Director’s designee and must:

- a. Provide proof of vehicle liability coverage issued to the insured indicating liability limits of at least \$300,000/\$700,000 per person/per accident (bodily injury) and \$100,000 per accident (property damage).
- b. Submit a copy of their valid driver’s license.
- c. Submit documentation stating the purpose of the trip.
- d. Submit a quote for the rental or lease cost.

The Board shall assume no responsibility for liability in case of accident, unless the employee has the proper authorization described above.

**TRANSPORTING STUDENTS**

1. To rent, lease, or use a private vehicle to transport students to any school related activity, the employee must receive approval from the Director of Schools or the Director’s designee and must:
  - a. Provide proof of vehicle liability coverage issued to the insured indicating liability limits of at least \$300,000/\$700,000 per person/per accident (bodily injury) and \$100,000 per accident (property damage).
  - b. Submit a copy of their valid driver’s license.
  - c. Submit documentation stating the purpose of the trip.
  - d. Submit a quote of the cost if renting or leasing a vehicle and 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.<sup>1</sup>

3. The District 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.<sup>2</sup>
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 also 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 1/17/2025  
*/Gary T. Dupler/Deputy Law Director*