

Student Transportation in Private Vehicles

As a general rule, transportation of students to and from district activities will be by the district's transportation system or by a district employee's vehicle, properly insured. However, there may arise situations in which district transportation is unavailable. In that case the parents and other designated adults may be permitted to use private vehicles to transport students other than their own on field trips or other school activities. Also, properly licensed and trained volunteers may drive district vehicles if approved by the superintendent.

Also, if the required conditions have been met the following exceptions may be allowed:

1. Students may use their own private vehicles to pursue off-campus credit opportunities or fulfill class assignments off-campus (e.g., selling ads for Yearbook, business internships, doing a story for the newstaff).
2. Participants in some athletic practices may be allowed to transport themselves and/or other students to and from practice.

The driver's insurance carrier is the primary liability source should an accident occur while students are being transported in private vehicles.

In each of the above circumstances, the following conditions must be met:

1. The school administrator has approved the activity;
2. A permission slip signed by each student's parents has been received by the principal or his/her designee, granting permission for the student to participate in the activity and to ride in a privately-owned vehicle;
3. The parent, employee or other adult driving the vehicle is properly licensed to drive and has provided proof of the vehicle liability insurance required in the state of Oregon. The driver is required to complete a Private Vehicle Fact Sheet (See page 1 - administrative regulation EEAE-AR – Student Transportation in Private Vehicle) and include a photocopy of the insured's driver license and photocopy of proof of insurance;
4. Parents or other volunteer drivers must meet all district and state requirements for volunteers including finger printing and background checks;
5. The vehicle contains an adequate number of seat restraints, including when applicable, a child safety system for a child who weighs less than 40 pounds, regardless of age, and the adult driver requires their use. The child safety system must elevate the person so that a safety belt or safety harness properly fits the individual and meets the minimum standards and specifications of law. A person

who weighs over 40 pounds and who is under four feet nine inches and under eight years of age must be properly secured with a child safety system that elevates the person so that a safety belt or harness properly fits the person¹. A person who is taller than four feet nine inches or eight years of age or older must be properly secured with a safety belt or harness that meets the requirements under ORS 815.055. Training in the proper installation and use of child safety system may be required.

In addition to these conditions, students involved in off campus internships/work experience must also have their parents complete the Internship/Work Experience Permission Form (See page 3 - EEAE-AR). Students transporting themselves to athletic practice must have their parents complete the Parent Permission/Liability Waiver Form (See page 4 - EEAE-AR).

END OF POLICY

Legal Reference(s):

[ORS 801.455](#)

[ORS 811.210](#)

[ORS 815.055](#)

[ORS 815.080](#)

[OAR 735-102-0010](#)

¹“Proper fit” means the lap belt of the safety belt or harness is positioned low across the thighs and the shoulder belt is positioned over the collarbone and away from the neck.