

## **STUDENT TRANSPORTATION IN PRIVATE VEHICLES**

### **APPROVAL PROCEDURES FOR ESD STAFF WHO TRANSPORT STUDENTS**

The ESD will conduct investigations into the criminal records and driving records of any staff whose job responsibilities include transporting students or others on ESD business. Criminal records checks are not required of staff licensed by the Teachers Standards and Practices Commission (TSPC). Permission to transport students or others will be denied if the staff member:

1. Has ever been convicted of a sex offense involving force or minors;
2. Has ever been convicted of a crime involving violence or threat of violence, unless applicant has been free from custody, probation and parole for the preceding three years;
3. Has ever been convicted of a crime involving activity in drugs or alcoholic beverages, unless applicant has been free from custody, probation and parole for the preceding three years;
4. Has had a driver's license suspended or revoked by the Division of Motor Vehicles in any state, within the preceding three years, for any of the offenses listed in OAR 581-053-0006(8)(c)(D) & (E).

The employee is required, on an annual basis, to go to the local DMV and request a copy of their driving record for the past five years and submit it to the ESD. The employee can submit his/her receipt to their program administrator and be reimbursed for the cost of the DMV driving record check. The ESD will determine the suitability of any driver based upon an independent review of all relevant factors.

The ESD will periodically review auto insurance of staff members approved to transport students or others on ESD business. It is the responsibility of approved staff to inform the ESD within 15 days of any conviction for driving or criminal offenses specified in OAR 581-053-0006(8), or of involvement in an accident for which they were the primary cause or were chargeable with the result of the accident.

Transporting staff will maintain insurance coverage in the amount of at least \$100,000 per person/\$300,000 per incident. This insurance must name the ESD as an additional insured party. The ESD will reimburse approved employees for the difference between their customary insurance and this excess liability insurance, unless such coverage is prohibitively expensive due to factors attributable to that employee's particular situation. Then other options will be considered. Transporting staff are also responsible for informing the ESD immediately of any change in the status of their insurance, regardless of the reason therefore.

Transporting staff must also possess current First Aid and CPR certification.

## ADMINISTRATIVE PROCEDURES TRANSPORTING STUDENTS IN PRIVATE VEHICLES

Parents, employees, or other designated adults may be permitted to use private vehicles to transport students other than their own on field trips or other district activity if the conditions set forth in ESD policy have been met. To carry out the provisions of that policy, the following procedures apply to situations where private vehicles are used to provide transportation to students participating in ESD programs or activities:

1. Each ESD administrator who approves such transportation shall maintain a separate file and periodically update such file to contain applicable documentation, such as:
  - a. Parental permission forms;
  - b. A record of notification to administrators and drivers of students having special medical or behavioral protocols; and
  - c. A record that information about and/or training to deal with students having special medical or behavioral protocols was provided to drivers, including information on confidentiality requirements.

No later than September 15<sup>th</sup> of each fiscal year, program administrators will notify the Business Office of any staff approved by them to transport students/clients in private vehicles (for example personal and rental vehicles).

### INSTRUCTIONS FOR STAFF TRANSPORTING STUDENTS

The procedure for transporting students is as follows:

1. ESD employees who transport students/parents in their own vehicles will need to maintain liability coverage equal to at least \$100,000 per person/\$300,000 per incident, include coverage of rental vehicles and identify the ESD as “an additional insured party.”
2. The ESD will pay for the cost of the additional insurance unless it is prohibitively expensive due to the individual’s particular situation (e.g. driving record). **Please submit either a statement from your insurance company or a copy of your insurance policy that clearly shows the additional cost for this coverage.** You will be reimbursed for the coverage period upon successful submission and approval of your reimbursement request.
3. Vehicles used must be inspected by the end of September on an annual basis, by a mechanic authorized by the ESD. The employee is responsible for paying for any needed repairs. The mechanic must complete ODE Form 581-2255-M, a copy of which is attached. Please give us a copy of this inspection form when it is completed.
5. The employee is required, on an annual basis, to go to the local DMV and request a copy of their driving record for the past five years and submit it to the ESD. The employee can submit his/her receipt to their program administrator and be reimbursed for the cost of the DMV driving record check.

6. The employee is required to complete and submit the “Proof of Auto Liability Insurance” form at least semi-annually. The form is available online and should be submitted to your program administrator.

The following checklist outlines those documents required to be on file for any ESD employee approved to transport students/clients in a private vehicle.

### Transportation Checklist

- Copy of “Proof of Auto Liability Insurance” form and a copy of car insurance policy with additional coverage noted
- Copy of car inspection unless using an ESD approved rental car.
- Copy of your 5 year driving record
- Copy of the front and back of current driver’s license
- Copy of current First Aide/CPR Card

Please have all of these documents to the Business Office along with this checklist by September 30<sup>th</sup>, of each year.

**Motor Vehicle Eligibility Requirements for ESD Staff Who Transport Students or Others in Private Vehicles on ESD Business**

New employees shall have their motor vehicle records (MARS) reviewed prior to employment for all positions requiring transporting students or others as a regular or incidental part of their jobs. All such employees shall have their MARS checked annually.

Applicants with seven or more points, in a three year period, shall be considered ineligible for positions requiring regular or incidental transporting. Existing employees with eight points or more, in a three year period, shall be disqualified from driving until they complete an approved Defensive Driving Course (DDA). Completion of the DDA shall deduct three points from their driving eligibility score for a maximum of three years.

**Scoring System**

<b>Infraction or Condition</b>	<b>Points</b>
<b>1. Age of Driver</b>	
Under 18	Not eligible
18 to 21	2
22 to 25	1
over 25	0
<b>2. Accidents</b>	
At-Fault Accidents	3
Not-at-Fault Accidents	0
<b>3. Moving Violations</b>	
Ignoring traffic device	1
Failure to Use Seat Belt	1
Excessive Speed (less than 25 mph over limit)	2
Excessive Speed (more than 25 mph over limit)	3
<b>4. Major Infractions</b>	
Careless/Reckless Driving	6
Driving Under the Influence (DUII)	6
Hit and Run	Not Eligible

## Proof of Auto Liability Insurance

You have agreed to transport students or ESD clients to a field-trip function or for some other school approved purpose. Please be aware that in the event of an accident, your insurance will be primary coverage. In order to serve as a volunteer driver, you will be required to provide proof of automobile liability insurance. Your insurance must meet or exceed minimum requirements as established by the state of Oregon and as set by the ESD. Your driving record will also be checked for insurance company acceptability.

Please COMPLETE the following, providing information requested. SIGN where indicated and RETURN to the facility office seven working days PRIOR TO THE DATE OF THE EVENT.

Insurance Company Name: \_\_\_\_\_ Effective Date: \_\_\_\_\_  
(not agent's name)

Policy Number: \_\_\_\_\_ Policy Limits: \_\_\_\_\_

Current minimum limits are: \$25,000 per person/\$50,000 per accident for bodily injury; \$10,000 per accident for property damage; \$25,000 per person/\$50,000 per accident for uninsured motorist coverage; \$10,000 per accident for personal injury protection. LBL requires the employee to carry a minimum \$100,000 per person/\$300,000 per incident liability coverage.

Are you over 21 years of age?  YES  NO Oregon Driver License No.: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Legal Guardian/Volunteer Name: \_\_\_\_\_  
(as it appears on your drivers license)

Address: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Return form to the superintendent or designee. If you do not have required coverage, you will not be allowed to transport students or clients of LBL ESD. (Insurance companies will usually increase coverage for specific dates for a small additional premium.) You must also file an "Annual Vehicle Inspection and Maintenance Report" for this vehicle.