

Collierville Schools Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Private Vehicles	Descriptor Code: 3.404	Issued Date: 05/13/14
		Rescinds:	Issued:

1 The Board recognizes that certain employees may need to use their private vehicles for school
2 purposes. With the use of private vehicles, the following policy shall be observed:

3 1. To use a private vehicle for school purposes, the employee must have the written permission of the
4 director of schools/ designee and proof of vehicle liability insurance coverage in a sufficient
5 amount, as determined by the director of schools.

6 2. The school system shall assume no responsibility for liability in case of accident, unless the
7 employee has the proper authorization described above.

8 3. The Board specifically forbids any employee to transport students for school purposes without
9 prior authorization by the director of schools or his/her designee.

10 4. Privately-owned school buses and drivers of such shall meet all requirements of state law and state
11 Board Rules, Regulations, and Minimum Standards.²

12 5. No student shall be sent on errands, personal or school-related, in a vehicle owned by the student,
13 an employee, or the school system.

14 6. No employee may ask for or give permission to students to transport other students to and from any
15 school or school-related activity without written parental permission and proof of student
16 insurance.

17 The Board recognizes that volunteer parent drivers are often needed to use their private vehicles for
18 school purposes. The volunteer parent drivers who use a private vehicle must provide proof of vehicle
19 liability insurance coverage in the form of an insurance certificate in a sufficient amount, as
20 determined by the director of schools.¹

Legal References

1. TCA 29-20-403(b)(3); OP Tenn. Atty. Gen. 04-136 (August 24, 2004)
2. TRR/MS 0520-1-5-.2(1)