

Gibson County School District

Monitoring: Review: Annually, in October	Descriptor Term: Private Vehicles	Descriptor Code: 3.404	Issued Date: 10/11/12
		Rescinds: 3.404	Issued: 07/12/12

1 The Board of Trustees 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:
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- 4 1. To use a private vehicle for school purposes, the employee must have the written permission of
5 the director of schools or his/her designee and proof of vehicle liability insurance coverage in
6 the following forms:
 - 7 a. A copy of the insurance certificate issued to the insured indicating liability limits of at least
8 \$100,000/300,000/50,000;¹ and
9
 - 10 b. A specific permit for each trip involving students, including field trips.
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- 12 2. The school district shall assume no responsibility for liability in case of accident, unless the
13 employee has the proper authorization described above.
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- 15 3. The Board specifically forbids any employee to transport students for school purposes without
16 prior authorization by the director of schools or his/her designee.
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- 18 4. Privately-owned school buses and drivers of such shall meet all requirements of state law and
19 state Board Rules, Regulations, and Minimum Standards.²
20
- 21 5. No student shall be sent on errands, personal or school-related, in a vehicle owned by the student,
22 an employee, or the school system.
23
- 24 6. No employee may ask for or give permission to students to transport other students to and from
25 any school or school-related activity without written parental permission and proof of student
26 insurance.
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29 The Board recognizes that volunteer parent drivers are often needed to use their private vehicles for
30 school purposes. The volunteer parent drivers who use a private vehicle must provide proof of vehicle
31 liability insurance coverage in the form of an insurance certificate issued to the insured indicating limits
32 of at least \$100,000/300,000/50,000.¹
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38 Legal Reference:

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