

Obion County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Private Vehicles	Descriptor Code: 3.404	Issued Date: 06/04/12
		Rescinds: 3.404	Issued: 06/01/05

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

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- 4 1. For the use of a private vehicle for school purposes, the employee must have written permission
5 of the director of schools or his designee and proof of vehicle liability insurance coverage.
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- 7 2. The school system shall assume no responsibility for liability in case of an accident, unless the
8 employee has the proper authorization described above.
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- 10 3. The Board specifically forbids any employee to transport students for school purposes without
11 prior authorization by the director of schools or his/her designee.
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- 13 4. No student shall be sent on errands, personal or school-related, in a vehicle owned by the stu-
14 dent, an employee, or the school system without prior parental permission. A signed parental
15 permission form will be on file in the principal's office. The principal will also call parents for
16 approval before allowing a student to leave school on the day of the trip. In the event that the
17 principal is unable to contact the parents the student will not be allowed to go.
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- 19 5. No employee may ask for or give permission to students to transport other students to and from
20 any school-related activity without written parental permission and proof of student insurance.
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22 The Board recognizes that volunteer parent drivers are needed on occasion to use their private vehicles
23 for school purposes. When necessary, the school's administration must provide the director of schools/
24 designee written proof that no other transportation method is available and using a volunteer parent
25 driver is the best alternative. Volunteer parent drivers who use a private vehicle must provide proof of
26 vehicle liability insurance coverage in the form of an insurance certificate issued to the insured indicat-
27 ing limits of at least \$300,000/700,000/100,000.¹
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38 Legal References:

- 39 1. TCA 29-20-403(b)(3); OP Tenn. Atty. Gen. 04-136 (August 24, 2004)
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