

**EEAG-R ©**  
**STUDENT TRANSPORTATION**  
**IN PRIVATE VEHICLES**

The use of a private vehicle for transporting students requires written permission from the Superintendent.

- This permission may be in the form of a standing permit for employees who use their own vehicles regularly for school purposes. The permit will state the particular purpose, and whether it includes transportation of students.
- For each special trip involving students, including field trips, a special permit must be obtained in advance for the specific trip.
- Each employee [or Governing Board member](#) authorized to use a private vehicle for school business purposes will be required to present proof of insurance to the District.
- No student will be sent on school errands with the student's own vehicle, an employee's vehicle, [or Governing Board member's vehicle](#) or a District-owned vehicle.