



Book Policy Manual  
 Section READY FOR 1-14-2025  
 Title Copy of TRANSPORTATION BY PRIVATE VEHICLE  
 Code po8660  
 Status  
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**8660 - TRANSPORTATION BY PRIVATE VEHICLE FOR DISTRICT-SPONSORED ACTIVITIES OR TRIPS**

When the Board provides transportation for District-sponsored activities or District-sponsored trips, students are expected to use such transportation for the duration of the activity or trip.

The Board authorizes the transportation by private vehicle of students of the District in a vehicle transporting nine (9) or fewer passengers in addition to the operator unless emergency permission to use a larger capacity vehicle is obtained in writing from the Wisconsin Department of Transportation.

Any transportation of students in a private vehicle must be approved in advance and in writing by the Building Principal in accordance with the District Administrator's administrative guidelines.

The parent of ~~the~~ participating student will be given, on request, the name of the driver and ~~the~~ description of the vehicle.

A person may be approved for the transportation of students in a private vehicle if the person is an employee of this Board, an approved volunteer, the holder of a ~~currently valid~~ currently valid license to operate a motor vehicle in the State of Wisconsin, and is at least eighteen (18) years of age, An approved driver must also be physically capable of operating a vehicle including use of both hands and foot required to operate the vehicle, or has a medical certification or has such requirement waived by the Board upon proof of a modified vehicle and Department of Transportation driving test completion, and has signed the form provided by the District.

Any person otherwise qualified to transport students shall agree not to carry a concealed weapon while transporting students, other than the person's own children, even if they are a holder of a concealed carry permit. This does not apply to law enforcement personnel.

~~No~~ A person shall be permitted to transport students ~~who is not~~ only of that person is the holder of automobile liability and personal injury insurance in the amount required by applicable law. The District Administrator may withdraw the authorization of any private vehicle driver or vehicle whose insurance is not adequate.

Any private vehicle used for the transportation of students must be owned or leased by the approved driver or the spouse of the approved driver and must conform to registration requirements of the State.

The responsibility of professional staff members for the discipline and control of students will extend to their transportation of students in a private vehicle. Drivers who are not professional staff members are requested to report student misconduct to the ~~principal~~ Principal.

**[X] Expenses incurred by drivers of private vehicles in the course of transporting students (X) may be reimbursed by the Board at the approved mileage rate and upon presentation of evidence of costs for tolls and parking fees. (X ) Any such reimbursement must be authorized in advance.**

T.C. 2/23/21  
 T.C. 3/22/22

Legal

121.52, 121.53, Wis. Stats.

**Last Modified by Coleen Frisch on January 2, 2025**