

## **NON-INSTRUCTIONAL OPERATIONS**

### Use of District and Non-School Vans and Sedans

To insure the safety of students and to protect the District from loss, the transportation of students to extra-curricular activities normally requires the use of a school bus and driver. However, under certain circumstances, the use of non-school bus, district-owned vehicles or non-school vehicles for transporting students to extra-curricular activities is permitted providing the following criterion is met.

### District-Owned Vehicles

1. Vehicles with a manufacturer's rated seating capacity of ten (10) passengers or less, including the driver (non-school bus) may be used to transport students to activities with passenger loads at the normal capacity of one person per seat.
2. The driver must be a district employee and possess a valid Washington State Driver's license.
3. The driver of the vehicle must have on file with the Business Office an abstract from the Washington State Department of Motor Vehicles.
4. All vehicles shall carry the minimal safety equipment of flares, first aid kit, and fire extinguisher.
5. Other than for riding regular school buses, parent permission slips will be obtained from parents for all students riding in other district vehicles.
6. A "Request to Use District/Non-School Van or Sedan" form must be completed and approved by the Business Office prior to the departure time.

### Non-School Vehicles - District Employees

1. Vehicles with manufacturer's rated seating capacity of ten (10) passengers or less, including the driver may be used to transport students to activities. Home transportation can also be provided when circumstances warrant, i.e., taking a student home who is sick or who has missed his/her bus.
2. The employee must possess a valid Washington State Driver's license.
3. The employee must have an abstract on file from the Washington State Department of Motor Vehicles.
4. All vehicles shall carry the minimal safety equipment of flares, first aid kit, and fire

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extinguisher.

5. All district employees are covered by liability insurance with the school district when driving their own vehicles or transporting students while acting within the scope of their duties. However, the owner of the vehicle must also carry adequate liability insurance.
6. When activity trips are anticipated, parent permission slips are required, and a "Request to Use District/Non-School Van or Sedan" form must be completed and approved by the business office prior to the departure time.
7. The driver must have a district disclosure form (driver's abstract) on file.

Non-School Vehicles - Parents

1. Vehicles with manufacturer's rated seating capacity of ten (10) passengers or less, including the driver may be used to transport students to activities with passenger loads at the normal capacity of one person per seat.
2. The driver must possess a valid Washington State Driver's License and be at least 21 years of age.
3. The driver must have an abstract on file from the Washington State Department of Motor Vehicles.
4. All vehicles shall carry the minimal safety equipment of flares or warning triangles, first aid kit and fire extinguisher.
5. The owner of the vehicle shall be informed that his/her insurance company will be a primary carrier in the event of a claim and that he/she must carry liability insurance of \$300,000 for bodily injury and \$100,000 property damage.
6. Parent permission slips must be obtained from parents of students riding in non-school vehicles.
7. A "Request to Use District/Non-School Van or Sedan" form will be completed and approved by the Business Office prior to departure time.
8. The driver must have a district disclosure form (driver's abstract) on file.

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