

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

Students should be transported by commercial carrier whenever possible. It is realized, however, in some cases this is not financially practical. In case a student is transported in a private vehicle, the driver must:

1. Have on file in the Transportation Liaison's office a certificate of insurance documenting minimum insurance coverage as follows:
 - a. Property damage of \$100,000.00;
 - b. Bodily injury liability of \$100,000.00;
 - c. Subject to the limit for each person; total bodily injury liability limits of not less than \$300,000.00 per each accident.
2. Complete forms and receive Superintendent or Designee authorization to transport students prior to use of the vehicle. (see Appendix)
3. Require students to wear seat belts. All rules of the road must be stringently obeyed.
4. Meet all requirements as stated in State Statute 121.555:
 - a. Vehicle requirements:
 - i. One seat belt per passenger including operator.
 - ii. Have room for all passengers to be seated on permanently mounted seats facing forward.
 - iii. Transport no more than nine (9) passengers.
 - b. Operator requirements:
 - i. Shall possess a valid Wisconsin Operator's license and be at least 18 years of age.
 - ii. Shall have sufficient use of both hands and foot normally employed to operate the foot brake and accelerator.

- iii. Shall not be afflicted with or suffering from any mental or physical disability or disease such as to prevent the operator from exercising reasonable control over a motor vehicle. Medical certification may be required.
 - iv. May not have been convicted of reckless driving under WSS 346.62, operating a motor vehicle while under the influence of an intoxicant or of a controlled substance under WSS 346.63 (1) or any of the offenses enumerated under WSS 343.31 (1) within a two-year period. A driver's record abstract certified by the Motor Vehicle Department must be on file in the District Office prior to transporting any students.
5. Recognize and agree that any damage to the vehicle as a result of an accident or usage is not the responsibility of the School District of Brodhead.

Students riding in a private vehicle must provide the School District with a signed permission slip from parent/guardian indicating their permission to travel in specific vehicle.

This policy does not apply to arrangements for educational experiences like youth options or work experience programs, for which the District is not responsible for providing transportation.

LEGAL REF: WI. ST. 121.555

Adopted: June 14, 1995
Last Revision: January 11, 2017
Last Review: January 11, 2017

**REQUEST FOR AUTHORIZATION TO TRANSPORT STUDENTS
IN PRIVATE VEHICLES**

Please Print

Name: _____ DOB: _____ Phone #: _____

Address: _____
Street City State Zip

Drivers License #: _____

Make/Model/Year of vehicle: _____

Car License Number: _____

Insurance Company: _____

Expiration Date of Insurance Policy: _____

The following certificates/reports MUST be provided:

- ❖ **Certificate of Insurance**
- ❖ **Certified copy of the driver record (available from WisDOT)**

These records will be kept on file in the Brodhead School District Office.

After reading the Board of Education Transportation Policy, I declare that I am in compliance with all conditions stated, and on that basis and those conditions request permission to transport students in my private vehicle. I understand this permission allows me to transport no more students in my vehicle than the available seat belts. I agree to notify the District if any of the above information changes.

Applicant's Signature: _____

Printed Name: _____ Date: _____

FOR DISTRICT OFFICE USE:

Certificate of Insurance provided: _____ Exp. Date: _____

Limit of Liability:

\$ _____ Per Accident

\$ _____ Per Injury

\$ _____ Property Damage

Certified copy of driver's record provided: _____

I authorize this person to transport students for a one-year period unless any change of driver status occurs.

Administrator's Signature: _____

Printed Name: _____ Date: _____