

**Drivers of School Owned Vehicles and Private Vehicles
(A.K.A. Alternative Vehicle Drivers)**

There are occasional activities that require transportation services that are not readily available, inconvenient for an employee, or by their choice they prefer to drive themselves using a school van or to use their own vehicle. There are other times that parents or others volunteer to drive vehicles to assist the school in providing service to the school and students. The district has established policy guidelines and procedures that can allow for these activities. (Please allow one week for processing.)

1. The forms are on the district website:
District/Transportation Services/Alternative Vehicle Drivers
2. Print and complete the forms as indicated.
3. Get administrator's signature. (If applicable)
4. Forward to HR for processing.
5. HR will notify you by email when approved.

<i>Please fill out the appropriate corresponding form(s)</i>	Authorization by Administrator (Form #1)	Alternative Vehicle Background Check (Form #1)	Medical Opinion Form (Form #2)	Vehicle Inspection Form (Form #3)	Insurance Statement (Form #3)
To Drive a School Vehicle					
<i>Employee</i>		X	X		
<i>Parent transports own child</i>	X	X	X		
<i>Parent transports adults or other children</i>	X	X	X		
<i>Volunteer transports adults or children</i>	X	X	X		
To Drive a Personal Vehicle to a School or Activity (With Compensation)					
<i>Employee transports as part of school activity</i>	X	X	X	X	X
<i>Volunteer receives compensation for transporting</i>	X	X	X	X	X
<i>Parent receives compensation for transporting</i>	X	X	X	X	
Authorization to Drive a Personal Vehicle to a School or Activity (No Compensation)					
<i>Employee transports as part of activity</i>	X	X	X	X	X
<i>Parent/Volunteer transports other children without school authorization</i>					
<i>Parent transports own child at school request</i>	X	X		X	
<i>Volunteer transports other children at school request</i>	X	X		X	X
<i>Parent transports own child without school authorization</i>					

Insurance Coverage When Using Private Vehicles

Employees need to be aware of the following when they use their own vehicle for transportation. "Except for commuting, if you drive your own vehicle in the course of your employment with the School District, you have supplemental coverage under the School District's liability insurance. However, your personal insurance is primary. If you drive a School District vehicle in the course of your employment with the School District, you will be covered under the School District's insurance." In other words, if the accident is in the employee's vehicle the employee's insurance coverage would be primary, district coverage secondary. If the accident is in a school district vehicle the district coverage applies. The coverage follows the vehicle.

REFERENCES

- ~School District of Holmen File:753 School Owned Vehicles
- ~Some Legal Issues Involving School Transportation – Rachel N. Schepp, von Briesen & Roper, s.c., March 1, 2006 WASBO School Transportation Workshop
- ~Alternative Student Transportation – Joanne Harmon Curry, Lathrop & Clark LLP, March 2, 2009 WASBO Transportation and Bus Safety Workshop