

This form to be completed by District employees using their own vehicle to transport student(s), or by the District when using District-owned or leased vehicles to transport student(s).

APPROVED: January 11, 1999

REVISED: February 20, 2007

USE OF PRIVATE VEHICLES TO TRANSPORT STUDENTS

District employees or other persons operating in an official capacity shall not transport any student to, or from, any activity or business of the District in a private vehicle unless the person providing transportation has satisfactorily met all state law requirements.

LEGAL REF.: Section 121.555 Wisconsin Statutes

CROSS REF.: Rule 752, Use of Private Vehicles to Transport Students

APPROVED: December 8, 1992

USE OF PRIVATE VEHICLES TO TRANSPORT STUDENTS

Private vehicles may be used to transport students to, or from, any activity or business of the District under the following conditions: (These guidelines apply when transporting nine or less passengers in addition to the driver.)

1. Insurance Coverage. The vehicle operator must show proof of the following minimum insurance coverages before the vehicle's use is authorized:
 - a. Property damage coverage - \$100,000.00
 - b. Bodily injury liability coverage - \$100,000.00 per person
 - c. Subject to the limit for each person; total bodily injury liability limits of not less than \$300,000.00 per each accident.

2. Operator Requirements. The operator must:
 - a. Possess a valid Wisconsin's operator's license or a valid operator's license issued by another jurisdiction.
 - b. Be at least 18 years of age.
 - c. Have sufficient use of both hands and the foot normally employed to operate the foot brake and foot accelerator.
 - d. Submit, at least every three years, a medical examination form indicating that he/she is not afflicted or suffering from any medical or physical disabilities or disease which could prevent the operator from exercising reasonable control of the vehicle. The form to be used is available from the District Administrator. Payment for said physical examination by vehicle operator.
 - e. The vehicle operator shall supply the District with a copy of his/her driving abstract at the operator's expense. Abstracts shall be placed on file with the District Administrator. Updated abstracts may be required from time to time at the District's discretion.

3. Seating Arrangements. A vehicle may not be used to transport more persons than can be seated on the permanently mounted seats without interfering with the operator.

4. Supervision. If the vehicle is to be used for the transportation of passengers to co-curricular his/her activities or for any school-related activities, it shall be under the immediate supervision of a competent adult. Said standards of "competence" shall be at sole discretion of the Superintendent or his/her designee.

5. Vehicle Safety. If the vehicle is operated by a District employee, it must be inspected annually for compliance with section 110.075 of the state statutes and the rules of the Department of Transportation. The owner of the vehicle will be responsible for the annual inspection and it shall be placed on file with the District Administrator. Payment for said inspections by vehicle operator.

LEGAL REF.: Section 121.54(7) Wisconsin Statutes
 121.555

APPROVED: December 8, 1992

RELEASE - TRANSPORTATION OF STUDENTS

Authorized individuals who drive students are required to complete this form in triplicate, have it signed by their building principal who will submit it to the District Administrator. Signed copies will be returned for your files.

Driver's Name (print or type)

Date of Birth

Driver's Address

Phone Number

-
1. I understand that the school district may require me to submit to a physical examination at least once every three years. In the case of school district employees, the district will pay for the cost of the examination necessary to complete 752-Exhibit 2.
 2. I give my consent for the school district to check my driving record with the State of Wisconsin Department of Transportation to determine that I have not been convicted within a two-year period of:
 - reckless driving (under s.346.62 or a local ordinance or law of a federally recognized American Indian tribe or band in conformity with s.346.62(2));
 - operating a motor vehicle while operating privileges were suspended or revoked;
 - any of the offenses enumerated under s.343.31(1) or (2) (e.g., injury by operation of a vehicle while under the influence of an intoxicant, a controlled substance or a combination of the two), two or more offenses under s.346.63(7) (e.g., operating a commercial vehicle while possessing an intoxicating beverage) or a local ordinance in conformity therewith or a law of a federally recognized American Indian tribe or band in conformity with s.346.63(7), or a conviction under the law of another jurisdiction prohibiting reckless or careless driving; or
 - a conviction, suspension or revocation that would be counted under s.343.307(2) (a) to (g).

My driving record may also be checked to determine that I have not been convicted within a five-year period of violating s.940.09(1) or 940.25 (e.g., homicide or injury by intoxicated use of a vehicle).

Date of Verification

Signature of District Administrator

(OVER)

3. I will not transport more than ten (10) persons, including the driver, on any field trips, extracurricular trips or excursions, or for any other school-related reason. I understand that I may not transport more persons than can be seated on permanently mounted seats facing forward without interfering with the operator.
4. I have an active insurance policy covering the automobile which I will use for transporting the students. This policy is no less than \$100,000 coverage for property damage, \$100,000 coverage for bodily injury liability for each person, and \$300,000 of total coverage for each accident.
5. I understand that I must submit a copy of an inspection of my automobile for each year in compliance with s.110.075, Chapter 347, of the rules of the Wisconsin Department of Transportation. (Applicable to District Employees Only)
6. I have a valid Wisconsin operator's license and will submit the driver's license number to the building principal as requested on the bottom of this form.

With my signature on this document, I understand and agree to the stipulations included in items one through six above, as applicable. If at any time I am no longer in compliance with any or all of the above mentioned requirements, I will notify the building principal and will no longer transport students.

Principal's Signature

Date

Driver's Signature

Date

Original: District Administrator
Copies to: Driver
Principal

Driver's License Number

APPROVED: December 8, 1992

REVISED: January 8, 2001

PHYSICAL EXAMINATION FORM – TRANSPORTATION OF STUDENTS

To be completed by driver:

Driver's Name (Print or Type)

Date

Driver's Address

School Students Attend

City, State, Zip

To be completed by examining physician:

I have examined the person whose name appears above on this form, and I have found that this person:

Check:

_____ Has sufficient use of both hands and feet to operate the foot brake and foot accelerator of an automobile.

_____ Is not afflicted with or suffering from mental or physical disability or disease such as to prevent this person from exercising reasonable control over a motor vehicle.

Signature of Physician:

Date:

Print Name of Physician: _____

Address: _____

Telephone: _____
