

The Brookfield Board of Education recognizes the need for some school employees to use their own vehicles for school purposes, regularly or occasionally. To safeguard the district, employees and students in matters of liability, particularly as this relates to an employee transporting a student or students, the following policy shall be observed:

1. To use a private vehicle for school purposes, the employee must have the written permission of the Superintendent or the Superintendent's designee.
 - a. This permission may be in the form of a standing permit for employees who use their own cars regularly for school purposes. The permit shall state the particular purpose and whether it includes transportation of students.
 - b. For all special trips involving students, including field trips, a special permit must be obtained in advance for the specific trip.
2. The district shall assume no responsibility for liability in case of accident unless the employee has the authorization described above.
3. The Board specifically forbids any employee to transport students for school purposes without prior authorization by the Superintendent or his/her designee.
4. No student shall be sent on school errands with his/her own vehicle, an employee's vehicle, or a district-owned vehicle.
5. All occupants shall wear seat belts and the vehicle shall be operated in a lawful manner.
6. Employees using their own vehicles shall submit proof of insurance and be made aware that their insurance is considered primary coverage and the BOE's insurance secondary coverage.

| | |
|----------|-----------------|
| Policy | |
| adopted: | <u>11/18/93</u> |
| Revised: | 12/18/96 |

BROOKFIELD PUBLIC SCHOOLS
Brookfield, Connecticut

