

### **USE OF PRIVATE VEHICLES ON SCHOOL BUSINESS**

Certain school employees use their own cars for school purposes regularly or occasionally. To safeguard the School Department in matters of liability, particularly as this relates to a staff member transporting a student or students, the following policy shall be observed.

1. To use a private vehicle for school purposes, the staff member must have permission of the Superintendent or Principal.
2. Persons so authorized to use their cars for school business purposes when transporting students shall be required to show proof of liability coverage.
3. The School Department shall assume no responsibility for liability in case of accident unless the staff member has received prior permission of the Superintendent or Principal.
4. The School Committee specifically forbids any staff member to transport students for school purposes without prior authorization.
5. Students may only use their cars for school related activities as directed by an ICS staff member and with written parental permission.

Adopted: January 13, 2014