

LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

AGENDA ACTION ITEM

TOPIC: FIRST PRESENTATION/REVIEW OF REVISED POLICIES EEAG, EEAG-R STUDENT TRANSPORTATION IN PRIVATE VEHICLES, AND EEB BUSINESS AND PERSONNEL TRANSPORTATION SERVICES

SUBMITTED BY: Michael Murray, Director of Business Services

DATE FOR BOARD CONSIDERATION: June 20, 2017

RECOMMENDATION:

It is recommended that the Board approve the first presentation of revised Policies EEAG, EEAG-R Student Transportation in Private Vehicles, and EEB Business and Personnel Transportation Services.

RATIONALE:

Per Arizona School Boards Association Policy Services Advisories, dated April 2017, the following policy revisions are being presented:

Policy Advisory No. 584 and 585 EEAG, EEAG-R — Student Transportation in Private Vehicles and EEB — Business and Personnel Transportation Services.

These documents have been modified to include language requiring that school district employees or Governing Board members, prior to any use of private vehicles to either embark on business/personnel transportation or to transport students, acknowledge that the employee or Governing Board Member's automobile insurance is the primary coverage and provide proof of insurance to the district prior to such transportation being initiated.

Approved for Transmittal to Governing Board



Superintendent

**EEAG ©
STUDENT TRANSPORTATION
IN PRIVATE VEHICLES**

During school or school-sponsored functions, students may be transported only in school-approved vehicles operated by District-authorized personnel unless specific approval by the Superintendent has been obtained.

The Board specifically forbids any employee to transport students for school purposes without prior authorization by the Superintendent.

Each District employee or Governing Board member authorized to use a private vehicle for District purposes shall be notified in writing that the employee's or Governing Board member's automobile insurance is the primary coverage and District insurance coverage is secondary.

The Superintendent may develop regulations to govern the use of private vehicles for transporting students.

Adopted: ~~date of Manual adoption~~ July 10, 2017

LEGAL REF.:
A.R.S.
15-341

CROSS REF.:
EEB - Business and Personnel Transportation Services

EEAG-R ©

REGULATION

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

The use of a private vehicle for transporting students requires written permission from the Superintendent.

- A. This permission may be in the form of a standing permit for employees who use their own vehicles regularly for school purposes. The permit will state the particular purpose, and whether it includes transportation of students.
- B. For each special trip involving students, including field trips, a special permit must be obtained in advance for the specific trip.
- C. Each employee or Governing Board member authorized to use a private vehicle for school business purposes will be required to present proof of insurance to the District.
- D. No student will be sent on school errands with the student's own vehicle, an employee's vehicle, a Governing Board member's vehicle, or a District-owned vehicle.

**EEB ©
BUSINESS AND PERSONNEL
TRANSPORTATION SERVICES**

**(District Travel Policy –
Employees and Governing Board Members)**

Administrative Requirements

Administrators shall be responsible for making certain that the use of school vehicles is not abused inside or outside the District, and it is the responsibility of such administrative personnel to assure that all travel has final approval from the District administration office. Use of private vehicles for school purposes must be approved by the Superintendent.

Use of School Vehicles

No school vehicle shall be used for personal business, unless the personal business is incidental to a school-related trip. On a space-available basis, an employee's or Governing Board member's family may be included on an out-of-town trip if approval is granted by the Superintendent. Only Governing Board members or District employees may drive the vehicle. A school vehicle shall not be taken to an employee's or Governing Board member's home at night unless the employee or Governing Board member has permission from the Superintendent.

Use of Private Vehicle

Only when authorized by the Superintendent, a private vehicle may be used at the mileage rate set by the District, and reimbursement for mileage will be given to the owner of the private vehicle. Credit for mileage outside the District will be given for school business only. An employee or Governing Board member using a private vehicle for a school trip shall not claim mileage for any purely personal use of the vehicle during said trip.

Each District employee or Governing Board member authorized to use a private vehicle for District purposes shall be notified in writing that the employee's or Governing Board member's automobile insurance is the primary coverage and District insurance coverage is secondary.

Each employee or Governing Board member authorized to use a private vehicle for school business purposes will be required to present proof of insurance to the District.

Accident Report

Any accident (no matter how minor) in a school vehicle or in any private vehicle while on school business is to be reported immediately to the District transportation office, or to an administrator if the accident occurs after school hours. The business office shall immediately report the accident to the District's insurance company.

Adopted: ~~date of Manual adoption~~ [July 10, 2017](#)

LEGAL REF.:

A.R.S.

15-341

38-538

USFR: VI.I.

CROSS REF.:

DKC - Expense Authorization/Reimbursement

[EEAG - Student Transportation in Private Vehicles](#)