

## STUDENT TRANSPORTATION IN PRIVATE VEHICLES

The Cooperative Board recognizes the need for some Cooperative employees to occasionally use their own vehicles to transport students. To safeguard the Cooperative, employees and students in matters of liability relating to such transportation, the following policy shall be observed.

1. An employee must have prior permission of the Director or designee prior to transporting students in a private vehicle.
2. The owner and/or driver of the vehicle must be covered at least up to the statutory minimum for liability and property damage, uninsured motorist and medical insurance and have a valid driver's license. Proof of this must be filed in advance with the business office.
3. The Cooperative Board specifically forbids any employee to transport a student or students in contradiction of this policy unless an emergency situation exists where a student's health or safety is at risk.

Policy Adopted:        March 19, 1997  
Revised:                 January 20, 2016