

## Tapestry Public Charter School Policy Manual

### Policy on Use of Private Cars for Transporting Students

Adopted: 4/20/2015

Revised:

The Tapestry Public Charter School Board adopts the following policy, effective on the date of adoption by the Board.

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In some occasions, it may be necessary for Tapestry to allow an employee, parent, or other individual to transport students. Employees and other individuals who transport students for school purposes must have the permission of the school leader or the Board. This policy statement applies to transportation of students for school purposes. When it is appropriate, as determined by the school leader or Board, to use school staff, parents or other persons to transport students, the following stipulations must be followed:

1. The driver must be 23 years of age and have a valid, unrestricted Georgia Driver's License.
2. A copy of the driver's license and a certificate of insurance for the vehicle being used must be provided. The policy must be current and must include the following minimum liability coverage: \$100,000 per person, \$300,000 per bodily injury occurrence, \$50,000 property damage.
3. The driver shall comply with all motor vehicle laws and regulations of the state in which the driver travels including laws and regulations covering car registration, driver's license, and state vehicle inspections.
4. The number of persons in the vehicle must not exceed the number of operable seat belts. The driver and passengers will use available passenger restraints at all times when the vehicle is in motion. No private vehicle with more than ten seats including the driver should be used; this includes vans. No one should ride in the bed of a pick-up truck.
5. Drivers who have been convicted of a misdemeanor or felony driving under the influence will not be authorized to drive students.
6. Drivers who have been charged with a misdemeanor or felony driving under the influence or a serious moving violation will not be authorized to drive students pending disposition of their case.
7. Drivers with more than one moving violation within the past two years will not be authorized to drive students.
8. Drivers must go directly from the point of departure to the point of destination.
9. Vehicles for transporting students must be in a safe and operable condition.
10. There must be a permission slip on file for each student traveling in a personally owned vehicle.
11. Certified school personnel are to be at each terminal of a trip in which parents transport students.
12. No mileage will be paid to drivers.

**Tapestry Public Charter School  
Driver's Liability Insurance Statement**

Thank you for your interest in transporting Tapestry Public Charter School students on a school sponsored trip. Adequate consideration of personal liability and safety of students be given before approval is granted. This statement is required when a person who is not a direct employee, drives a vehicle carrying students on a school sponsored trip.

Name of driver: \_\_\_\_\_

Owner of vehicle: \_\_\_\_\_

Make of vehicle: \_\_\_\_\_ License Number: \_\_\_\_\_

Number of Students to be transported: \_\_\_\_\_ (there must be an operable seat belt for the driver and each passenger)

Insurance Carrier: \_\_\_\_\_ Policy Number: \_\_\_\_\_

Policy Expiration Date: \_\_\_\_\_

GA Driver's License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

- I have not been convicted of a misdemeanor or felony driving under the influence charge.
- I do not have a driving under the influence pending.
- I have not had more than one moving violation within the past two years.
- I understand that my own automobile liability coverage is the prime coverage in case of an accident.
- It is my responsibility to inform the school immediately of any material change in the above information.

The above statements are true to the best of my knowledge.

Driver signature: \_\_\_\_\_ Date: \_\_\_\_\_

School administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this form in its entirety to the Tapestry office along with a copy of your driver's license and a copy of your insurance policy.