

**FILE: EEBB**

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

**DATE ADOPTED: April 16, 2009**  
**DATE REVISED: September 20, 2012**  
**DATE REVISED: May 17, 2018**

**FILE SECTOR: SUPPORT SERVICES**  
**POLICY TITLE: USE OF PRIVATE**  
**VEHICLES ON SCHOOL BUSINESS**

Medford Area Public School District Board of Education (BOE) discourages the use of private vehicles for district business. Staff will use district-owned vehicles whenever possible and should schedule activities and transportation needs far enough in advance to avoid any non-emergency use of private vehicles.

The district administrator will develop regulations for staff use of private vehicles that will safeguard the district, its employees and students in matters of safety, insurance and liability.

No staff member will use a private vehicle for district business without approval in accordance with established district procedures. Authorization to use a private vehicle must be obtained before actual use of the vehicle. School district administrators and teachers assigned to multiple buildings shall be granted standing authority to use their private vehicles for routine school-related business and/or to travel between district facilities. Staff members who are authorized to use a private vehicle on district business will be reimbursed in an amount established by the BOE.

Any traffic violations committed by a driver while using private vehicles are the financial responsibility of the driver. The driver and passengers must follow all applicable safety and legal requirements.

The district shall assume no responsibility for liability in case of accident, unless the employee or other person serving in an official capacity has obtained the required permission to transport students.

When driving his/her own vehicle, the driver must hold a valid driver's license and a certificate of insurance for the vehicle.

**CROSS REFERENCE:**  
**LEGAL REFERENCE:**