

# Tigard-Tualatin School District 23J

Code: EEAE-AR  
Revised/Reviewed:

## Student Transportation In Private Vehicles

All students transported will be by the district's transportation system, except as provided below.

Parents, employees or other adults may be permitted to use private vehicles to transport students on field trips or other school activities if the following conditions have been met prior to the activity:

1. The school administrator has approved the activity and supports the use of private vehicles in conjunction with the activity/field trip;
2. The [Student Activity Transportation via Private Vehicle Parent/Guardian Permission & Liability Release Form](#) signed by each student's parents/guardian is required;
3. The adult driving their personal or rented vehicle must be preapproved by the principal or designee. In order to receive approval, driver must:
  - a. Accept the liability of transporting students by signing the district [Student Activity Transporting Students via Private or Rented Vehicle Driver Liability Acceptance Form](#).
  - b. Submit & pass the district volunteer criminal background check, must be repeated every 3 years.
  - c. Provide copy of valid driver's license and district acceptable DMV Non-Employment Driving Record.
  - d. Provide proof the vehicle is properly licensed.
  - e. Provide proof of auto insurance that meets or exceeds minimum requirements as established by the state of Oregon and as set by the district.
  - f. Verify adequate number of seat belts are available and require the use of seat restraints by all passengers
  - g. Affirm that the vehicle is in a safe and proper state of repair.
4. The principal or designee shall receive and review all documentation & information prior to event. Questions regarding DMV records or other concerns shall be discussed with the CFO or Superintendent for approval.
5. The school shall keep all documents on file.
6. In instances where only one student is being transported in a private vehicle, at least two adults must accompany the student.
  - a. In the rare event that a student is left needing a ride home and two adults are not available to transport student, staff shall use established District vendor to transport student.
7. Students are not permitted to drive themselves or other students to school sponsored field trips and/or activities.

- a. Students driving themselves to work experience and work study programs and off site course work are an exception. The offsite programs and work must be connected to student learning outcomes. The exception does not apply to students completing errands for teachers, advisors and coaches which are not allowed. The [Student Driving Self in Private Vehicle Parent/Guardian Permission and Liability Release Form](#) is required.
- b. Students driving themselves to local after-school events and activities held off campus and approved by the school administrator are an exception. Students without means of transportation shall not be excluded from such events and activities. The [Student Driving Self in Private Vehicle Parent/Guardian Permission and Liability Release Form](#) is required.

Corrected 7/01/19; Corrected 9/17/19