



PRSD discourages the use of private vehicles for the transportation of students.

If the use of private vehicles is necessary, the following procedures shall apply to private vehicle use:

1. Parents/guardians are to be informed by the principal of the decision to use private vehicles in lieu of school buses.
2. A "Use of Private Vehicles Request Form" will be submitted to the principal seven (7) days prior the scheduled event.
3. Private vehicles must be insured as "All Purpose" with a minimum liability insurance of two million dollars, third party, to be eligible to transport students. Proof of insurance must be provided with the application and a copy is to be retained at the school.
4. Only parents, guardians, staff members, and/or coaches who have a full license status are allowed to transport students. Proof of license status must be provided with the application.
5. All vehicles, drivers, and students will be assigned to the approved vehicles. There will be no deviation from assigned vehicles, drivers, and students or designation.
6. A signed parent/guardian consent/information form, "Use of Private Vehicles - Parent Permission Form" is required from each student participating in the trip.
7. Remuneration for private vehicle will be a consistent for all drivers; staff/parent/guardians. Mileage rates shall not exceed the PRSD mileage rates. Private vehicle reimbursements can be charged to the school's field trip transportation budget
8. Approved private vehicles are to travel as a group.