



## Student Transport Guidelines

1. The use of approved charter services is the preferred means of transporting students. It is the responsibility of the school to verify that the chartered services appear on the SCS approved list of companies. <http://www.scsk12.org/uf/riskmanagement/buses.php> **All churches, sponsors, non-profit organizations, etc. that donate transportation services or provide at a discount also must be on the approved list.** Questions and concerns related to the charter bus companies should be addressed to the Risk Management Department 416-5515.

2. A school may use an SCS owned or rented vehicle to transport students. This includes all vans and buses donated to a school and kept on that school's campus. It is the school's responsibility to ensure that the vehicle is in good working order, the title and necessary paperwork is on file with SCS, vehicle has passed the required state inspections with proof of such on file, and the vehicle operator has the required endorsements appropriate to the size and passenger load of the vehicle on file. **The SCS employee (driver) will be provided with liability coverage as long as the employee was acting under the scope of his/her employment at the time of the accident.**

As of January 1, 2007, schools **may not** use 15-passenger vans to transport students. **8 (eight)** passenger vans are the maximum capacity vans allowed for use. If you take seats out of a 15 passenger van, it is still illegal to use.

Volunteer drivers must register with the Volunteer Services Office, which includes passing a background check and fingerprinting. Volunteers **must** be approved prior to transporting students.

3. Employees may voluntarily use personal vehicles to transport students on approved activities. **However, the SCS Board shall not require it, and discourages this method of transportation.** The employee must provide the school with a copy of a valid driver's license and proof of insurance, which the District will consider to be primary insurance coverage if an accident occurs. Each student must have a seat and seatbelt.

Employees using their own vehicles should check with their insurance companies to determine stipulations related to the transportation of students

4. Parents may transport students (other than their own children). **However, the SCS Board shall not require it, and discourages this method of transportation.** The following procedures **must** be followed:
  - a. It is the responsibility of the school to ensure that all drivers have a valid driver's license and proper insurance coverage.
  - b. All students riding with other adults must have written permission from their parent or guardian on file with the school.
  - c. There must be a set starting point and time of departure.
  - d. Students must be assigned to ride with a particular adult and required to return with the same adult.
  - e. Cars carrying student must follow one another to the designation point. A school employee should lead the caravan, and another should follow the end of the caravan.
  - f. All students must return to the starting point using the same criteria.
5. Under no circumstances should students be allowed to transport other students.

