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Athletic Travel Guidelines

1. The use of approved charter services is the preferred means of transporting student-athletes and teams. It is the responsibility of the school to verify that the chartered services appear on the MCS approved list of companies. (http://www.mcsk12.net/dot/CBL_Transportation.asp) 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 Transportation office at 416-5540.

2. A school may use an MCS owned or rented vehicle to transport student-athletes and teams. 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 MCS, vehicle has passed the required state inspections with proof of such on file in the Transportation Division, and the vehicle operator has the required endorsements appropriate to the size and passenger load of the vehicle on file in the Transportation Division. **The MCS 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-passanger vans to transport student-athletes and teams. **8-10** passenger vans are the maximum capacity vans allowed for use.

Beginning in the 2007-2008 school year, each school will be required to provide the names of the employee-drivers of MCS owned vehicles to the Transportation office. Fingerprinting and background checks will be conducted at the expense of the school or driver.

3. Coaches may voluntarily use personal vehicles to transport student-athletes on approved activities. **However, the MCS Board shall not require it, and discourages this method of transportation.** If the use of a personal vehicle is voluntary and authorized by the appropriate supervisor, the employee will be protected by the school district's Governmental Liability Tort Act (GTLA). The GTLA will take effect **after** the initial liability of the coach's personal insurance policy. **(Please note: the employee's auto insurance is primary to the policy limits. The Board's coverage under the GTLA is secondary.)**

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

4. Parents may transport student-athletes (other than their own children). **However, the MCS 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 head coach.
 - 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-athletes 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-athletes and teams must return to the starting point using the same criteria.

5. Under no circumstances should students be allowed to transport other students.