

## **EEAG1—Student Transportation in Private Vehicles Procedures**

The use of a private vehicle for transporting students requires written permission from the Administrator.

This permission may be in the form of a standing permit for employees who use their own vehicles regularly for school purposes. The permit will state the particular purpose, and whether it includes transportation of students.

For each special trip involving students, including field trips, a special permit must be obtained in advance for the specific trip.

Each employee authorized to use a private vehicle for school business purposes will be required to present proof of insurance to the School.