

**USE OF PRIVATE VEHICLES ON SCHOOL BUSINESS
ADMINISTRATIVE REGULATION**

- A. To use a private vehicle for school business, a staff member must have written permission from the Superintendent/designee.
 - 1. Standing permits may be issued to employees who use their own cars regularly for school business. The permit shall state the particular purpose and whether it includes transportation of students. The permit will be valid for one year.
 - 2. A special permit must be obtained in advance for all other uses of private vehicles for school business whether or not students are transported.
 - 3. No permit shall be issued until the completion of a driver history through the Department of Motor Vehicles.
- B. All staff members authorized to use their private vehicles for school business shall be required to show proof of adequate liability coverage and to notify the Superintendent/designee of any changes in their insurance coverage.
- C. The Biddeford School Department shall assume no responsibility for liability in case of accident unless the staff member has the authorization described above.
- D. The School Committee specifically forbids any staff member to transport students for school business without prior authorization.

Cross Reference: EEBB - Use of Private Vehicles on School Business
EEBB-R2 - Use of Private Vehicles on School Business-
Permit Authorization Form

Adopted: January 13, 1993

Revised: April 26, 1994; April 27, 1999, May 10, 2005