

**USE OF PRIVATE VEHICLES ON SCHOOL BUSINESS  
PERMIT AUTHORIZATION FORM**

BHS (9-12)     BMS (6-8)     BIS (4-5)     BPS (1-3)     JFK (Kindergarten)

Employee Name: \_\_\_\_\_ Home Phone Number: \_\_\_\_\_  
(please print)

Name of Insurance Carrier: \_\_\_\_\_ Phone: \_\_\_\_\_  
(please print)

Proof of adequate liability coverage provided by employee:     Yes     No  
(attach copy of insurance policy)

Employee has read Policy EEBB     Yes     No  
(Use of Private Vehicles on School Business)

Employee has read Policy EEBB-R     Yes     No  
(Use of Private Vehicles on School Business Administrative Regulation)

Permit valid for school year: \_\_\_\_\_    **Note:** Permits must be renewed each school year.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Permit Approved <input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
	Signature of Superintendent / Designee	Date

Cross Reference:    EEBB - Use of Private Vehicles on School Business  
                          EEBB-R - Use of Private Vehicles on School Business—Administrative Regulation

Adopted: May 10, 2005

## **USE OF PRIVATE VEHICLES ON SCHOOL BUSINESS**

The School Committee recognizes that certain school employees use their own vehicles for school business. To safeguard the school unit in matters of liability, particularly regarding the transportation of students, employees shall strictly adhere to administrative regulations concerning the use of private vehicles.

Cross Reference: EEBB-R - Use of Private Vehicles on School Business—  
Administrative Regulation

Adopted: January 13, 1993

Revised: April 26, 1994; April 27, 1999

## **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