

## AUTHORIZATION OF ALTERNATIVE VEHICLES AND DRIVERS TO TRANSPORT STUDENTS

These procedures address the authorization and use of a District employee or any non-student volunteer, who is at least 18 years old, as the driver of any alternative vehicle that is used to transport students, provided that the vehicle (1) is manufactured to accommodate no more than ten passengers, including the driver; (2) has a sufficient number of permanently-mounted and forward-facing seats for each passenger; (3) was manufactured within the last 20 model years; (4) is not a homemade, street modified, or replica vehicle; and (5) meets all applicable requirements established under state law or under district policies and rules.

### Time Requirements for Seeking/Verifying Authorization

The process of authorizing an individual to provide student transportation services via an alternative vehicle can take several weeks. In most cases, both the individual driver and the specific vehicle must be qualified and authorized under these procedures. Because of the complexity of the process, and the possibility that follow-up steps may need to be taken after the initial submission of information, staff members are encouraged to begin the process of qualifying themselves as a driver and/or vehicle as soon as possible once the need to do so has been identified. The following are general guidelines under which the District should normally be able to complete the processing of an application for the authorization of an alternative vehicle and/or driver:

1. Employees who are expected to maintain continuous authorization. Each building principal and other district identified designees are expected to remain continuously eligible to transport students using an authorized alternative vehicle.
  - a. Annually between June 15 and August 31, the building principal shall ensure that all requirements have been met for the driver and his/her designated vehicle(s) to remain authorized throughout the entirety of the upcoming school year.
  - b. The building principal is expected to notify the employee of any required items that (1) have already expired; or (2) are due to expire prior to September 1 of the subsequent school year.
  - c. Between June 15 and August 31 of each school year, and always before driving any students during that school year, the employee shall provide the building principal with (1) verification of his/her current motor vehicle insurance policy, and (2) a copy of written documentation of a satisfactory vehicle inspection that was completed between June 15 and August 31.
  - d. At the beginning of each school year and prior to transporting any student that school year, each employee who is required to maintain continuous eligibility to transport students using an alternative vehicle shall confirm with the building principal that all requirements have been satisfied and that they have

been authorized to serve as such a driver for that school year.

- e. Each employee who is required to maintain continuous authorization as a driver of an alternative vehicle will be notified of the scope of his/her authorization, and he/she shall avoid transporting students in circumstances that are unrelated to that authorized scope.
2. Temporary authorization for an employee to transport students using an alternative vehicle (single event or current school year only). The District Administrator or designee must give preliminary approval to a transportation plan for which it is proposed that a District employee (who does not maintain continuous authorization as an alternative vehicle driver) will temporarily provide student transportation services for a school-sponsored purpose via an alternative vehicle. Once preliminary approval of the transportation plan is received, the proposed employee-driver and the administrator (or other staff member) assigned to coordinate the transportation plan should start the process of obtaining formal driver and vehicle authorization at least six weeks prior to the date that the employee will initially transport any student. If approved, the approval shall be for the specific event(s) for which approval was sought, or for a specific time period not to extend beyond July 1.
  3. Temporary authorization for a volunteer who will be driving a privately owned motor vehicle and who will not receive compensation for his/her volunteer services. The District Administrator or designee must give preliminary approval to a transportation plan for any school-sponsored event or activity for which it is proposed that the District will provide student transportation using one or more authorized volunteers who will be driving a privately owned motor vehicle. Once preliminary approval of the transportation plan is received, the volunteer applicant(s) and the administrator (or other staff member) assigned to coordinate the volunteer transportation should start the process of obtaining final driver and vehicle authorization at least six weeks prior to the date that the volunteer will initially transport any student. If approved, the approval shall be for the specific event(s) for which approval was sought, or for a specific time period not to extend beyond July 1.
  4. All other types of arrangements involving the use of employees or volunteers as possible drivers of alternative vehicles for District-provided student transportation are disfavored. If a building principal wishes to propose an arrangement involving the use of an employee or volunteer driver, other than those expressly addressed in these procedures, the proposal shall be presented to the District Administrator for preliminary approval, and, if approved, the District Administrator will identify the specific driver and vehicle requirements that must be satisfied in order for the proposed driver and vehicle to receive final authorization.

Main Process Steps to Request Authorization for a District Employee or Volunteer to Provide Student Transportation via an Approved Alternative Vehicle

<b>Employee Driver</b>		<b>Volunteer Driver (personal vehicle; no compensation)</b>
Request preliminary approval of a transportation plan that involves any temporary authorization of any employee driver(s) (submit request to District		Request preliminary approval of a transportation plan that involves the use of any volunteer driver(s) (submit request to District Administrator or designee)

Administrator or designee)		
If preliminary approval is received, complete <u>all</u> components of the appropriate Alternative Driver Authorization Checklist (Employee Driver—Personal Vehicle; or Employee Driver—District Vehicle)		If preliminary approval is received, complete <u>all</u> components of the applicable Alternative Driver Authorization Checklist (Volunteer Driver-Personal Vehicle and No Compensation)
District makes formal decision to reject or approve the application for authorization as an alternative vehicle driver; District ensures a contract with the employee has been properly executed.  <i>Any proposed driver shall not transport students unless he/she has received direct confirmation from the District Administrator or the Building Principal that he/she has been fully authorized.</i>		District makes formal decision to reject or approve the application for authorization as an alternative vehicle driver.  <i>Any proposed driver shall not transport students unless he/she has received direct confirmation from the District Administrator or the Building Principal that he/she has been fully authorized.</i>
Parents or guardians of students involved in the transportation are to be informed of the transportation plan that involves alternative vehicles. (The District shall provide a student’s parent or guardian with the name of the individual who will be driving their child upon request.)		Parents or guardians of students involved in the transportation are to be informed of the transportation plan that involves alternative vehicles. (The District shall provide a student’s parent or guardian with the name of the individual who will be driving their child upon request.)