



North East Florida Educational Consortium

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October 2, 2009

MEMORANDUM

To: District Risk Management Contacts

From: Ted Bennett *Ted*

Re: Guidelines for transporting students in privately owned vehicles

On 1-5-96 the Risk Management Advisory Committee (Bob Hancock, Bruce Tinney, Mike Null and Ted Bennett) met and developed the guidelines for transporting students in privately owned vehicles. These guidelines were updated on October 31, 2003. I am updating these recommendations.

Privately owned vehicles operated by Board employees or parents may be utilized for field trips for small groups of students when the use of school buses may not be practical or when buses are not available. The employee or parent shall provide insurance in the amounts described below and shall have a current valid drivers license.

Bodily Injury Liability per person \$100,000
Bodily Injury Liability per occurrence \$300,000
Property Damage Liability \$50,000
PIP coverage as required by the State of Florida
The Burden of Proof is on the driver

A copy of the insurance declaration page and a copy of the current valid drivers license must be on file with the school prior to approval.

A suggested Field Trip form is also provided.

If the insurance coverages are not the minimum limits, or the driver does not have a current valid drivers license the driver should not be approved to drive on field trips.

Service ~ Vision ~ Dedication ~ Excellence ~ Professionalism

The School Board of _____ County
Field Trips Utilizing Privately Owned Vehicles

Privately owned vehicles operated by Board employees or parents may be utilized for field trips for small groups of students when the use of school buses may not be practical or when buses are not available. The employee(s) or the parent(s) shall be approved to transport students in privately owned vehicles only if the vehicle is covered by liability insurance in the type and amounts required and the driver of the vehicle has a current, valid drivers license.

Requirements to transport students in privately owned vehicles.

1. Proof of insurance coverage in amounts not less than the following: Bodily Injury/per person \$100,000, Bodily Injury per occurrence \$300,000, Property Damage Liability \$50,000, and PIP coverage as required by the State of Florida.
THE BURDEN OF PROOF IS ON THE DRIVER. Copy of Insurance declaration page (not insurance card) is required.
2. Only approved vehicles per F.S. 1006.22 (1) (d) may be used to transport students.
3. Driver shall have a current valid drivers license (attach copy) and proof of vehicle registration (attach copy).
4. When transportation is authorized in privately owned vehicles, students may only be transported in designated seating positions and shall be required to use the occupant crash protection system provided by the vehicle manufacturer. F. S. 1006.22 (5).

Authorization For Use of Private Vehicles on Field Trips

As owner of the vehicle utilized in the Field Trip described below, I agree to provide proof of insurance in the limits required above and that the insurance is currently in force and will be in force on the date of the field trip and that I have a current valid drivers license.

I understand that any liability claim would be made against my insurance (primary) and the School Board's insurance would be secondary.

Vehicle: Make _____ Model _____ Year _____

Insurance Company _____

Policy # _____ Valid Through _____

Liability Limits: BI per person \$ _____ BI per occurrence \$ _____

Property Damage Liability \$ _____

(copy of declaration page of insurance policy required. Copy of drivers license required. Copy of vehicle registration required).

Signature of vehicle Owner

Date

As Principal of _____ I am approving _____
to transport students in a privately owned vehicle on a Field Trip

to _____ on _____

Signature of Principal

Date