

Application  
for  
Approved Volunteers  
to  
Transport Students  
in  
Privately Owned Vehicles



Updated Procedures Concerning Student Transportation in  
Privately Owned Vehicles (POV's)

## (Approved Volunteers)

*These procedures are to ensure the safety of the students we transport in  
The Polk County School System!!*

### **Approved Volunteer Procedures**

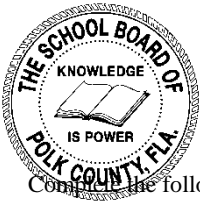
Parents/Guardians, Chaperones or any other willing adult must be on the approved volunteer list *prior* to being considered eligible to transport students in a POV.

- Approved Volunteers must have five years of safe driving experience.
- Approved Volunteers must provide a copy of the front and back of their driver's license. As with employees, the approved volunteer's license will go into the Department of Motor Vehicles Monitoring System. In the event the volunteer receives a traffic citation, they must provide a copy to Support Services within two business days to ensure they are within the guidelines of the Safe Drivers Plan.\*\*\*
- Approved Volunteers will also receive a copy of the Safe Drivers Plan once they have been approved to transport students.
- Approved Volunteers must also provide proof of insurance at a level that is set by Risk Management.
- Approved Volunteers must also provide the vehicle year, make and model along with a picture of the vehicle to Support Services for vehicle approval. It is the responsibility of the volunteer to report a new/change in vehicle within one business week.

**Please note:** by providing a copy of the license, it may take up to two weeks to verify the volunteer meets the Safe Drivers Plan. In the event the volunteer needs approval prior to the period state above, they may go to the Polk County Courthouse, 255 N. Broadway Avenue in Bartow to request a complete Florida driving history.

- Volunteers with 10 or more years of driving experience must submit the most recent 10 year history. Volunteers who have less than 10 years of driving experience must submit their entire history.
- If any of those driving years were spent outside of Florida, volunteers must obtain the remaining years from the state(s) in which they resided.
- All driving history must be sent to Support Services for verification and approval of the Safe Drivers Plan.

**\*\*Please note: once the District begins monitoring your driver's license, the information becomes public record and may be requested for review at any time.**



## APPROVED VOLUNTEER PRIVATE VEHICLE / INSURANCE INFORMATION

Complete the following for **each privately owned vehicle** to be used for transporting students to and from school related activities.

### TO BE COMPLETED BY VEHICLE OWNER

Model of Vehicle: \_\_\_\_\_ Name of Owner (Print): \_\_\_\_\_  
Year of Vehicle: \_\_\_\_\_ Name of Driver (Print): \_\_\_\_\_  
Make of Vehicle: \_\_\_\_\_ Vehicle Tag Number: \_\_\_\_\_

I certify that the above described vehicle, which is to be used only for the approved transportation purposes set forth below, is covered by bodily injury liability insurance equaling or exceeding \_\_\_\_\_ per occurrence and personal injury protection (“No-Fault”) coverage equaling or exceeding \_\_\_\_\_ per person.

This coverage is with \_\_\_\_\_ Insurance Co. and expires on \_\_\_\_\_  
Month/Day/Year

This vehicle complies with the Federal Motor Vehicle Safety Standards. (Verification of compliance is normally reflected by a sticker located in the door well of the driver’s door.) Yes \_\_\_ No \_\_\_ **NOTE: If No, the vehicle is NOT to be used for transporting students.**

Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip Code \_\_\_\_\_ Home Phone (\_\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_\_) \_\_\_\_\_

### TO BE COMPLETED BY VEHICLE DRIVER

Driver’s License: State \_\_\_\_\_ Number \_\_\_\_\_ **(Photo copy attached)**

I understand that I am authorized to only use the aforementioned vehicle for transportation of students, and that I am only authorized to transport students for the purpose of \_\_\_\_\_ (field trip, illness, recreational outing, interscholastic competition) to the following location and back \_\_\_\_\_ and that I am not to deviate from the authorized transportation destinations. ***I further understand that all passengers will be seated in designated seating positions with properly working shoulder/lap seatbelt provided by the vehicle manufacturer.***

Signature of Driver \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip Code \_\_\_\_\_ Home Phone (\_\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_\_) \_\_\_\_\_

**\*\*Please note: Once the District begins monitoring your driver’s license, the information becomes public record and may be requested for review at any time.**

**Approved Volunteer: I am applying to transport students at the following school(s) \_\_\_\_\_**

**Return form to school**

### TO BE COMPLETED BY SUPPORT SERVICES

The above driver and vehicle is approved to transport students \_\_\_\_\_ (Date)

Authorized Support Service Staff (Print) \_\_\_\_\_

Signature of Authorized Support Service Staff \_\_\_\_\_

# Vehicle Information Verifying Types of Vehicles That Can or Cannot Transport Students

The vehicle must be a passenger car or multipurpose passenger vehicle or truck, as defined by federal law, designed to transport fewer than ten (10) passengers and must be equipped with properly working shoulder/lap seatbelt for the driver and all passengers.

**Passenger Car** - any wheelbase; includes, in part, sedans, coupes, hatchbacks and wagons

**Multipurpose Passenger Vehicle** - **includes:** minivans and larger sport utility vehicles, **excludes:** MPVs (commonly known as "sport utility vehicles") that have a wheelbase of 110 inches or less. These short wheelbase, utility vehicle MPVs are required, federally, to contain a rollover warning label under 49 C.F.R. 575.105, affixed to either side of the driver's sun visor, approved volunteers may not use them to transport students and they may not be owned or operated by school districts for student transportation under F.S. 1006.22.

## PROHIBITED VEHICLE TYPES

Prohibited vehicle types (as defined in \* Title 49 CFR, Part 571.3) that **may not** be owned, leased or operated by school districts or charter schools for student transportation include:

- 1) **Trucks** - Light trucks, such as small or large pickups; medium-duty trucks or heavy trucks except for Agriculture Events. The truck must be equipped with a properly working shoulder/lap seatbelt for the driver and all passengers.
- 2) **Bus or Limousines** - any non-school bus vehicle designed to transport more than ten persons; examples include full-size vans, shuttle buses, stretch limousines and other types of buses that are not school buses meeting all Federal Motor Vehicle Safety Standards and Florida Specifications for School Buses.
- 3) **Motorcycles**
- 4) **Trailers**



# School Board Policy

## **8660 - TRANSPORTING STUDENTS BY PRIVATE VEHICLES**

The School Board shall use school buses, as defined in Florida statutes, for all regular transportation of students, pre-kindergarten through grade 12.

For purposes of this policy, "regular transportation" or "regular use" means transportation to and from school or school-related activities which are part of a scheduled series or sequence of events to the same location.

Board personnel shall not make arrangements for or authorize students to transport other students to any school-related activity.

Regular transportation of students in motor vehicles other than school buses may occur only under the following conditions:

- A. when transportation is for a physically handicapped or isolated student and the Board has entered into a written agreement for the transportation of the student;
- B. when the transportation is part of a comprehensive contract for a specialized educational program between the Board and a service provider for instruction, transportation, and other services;
- C. when the transportation is provided through a public transit system;
- D. when the transportation of students is necessary or practical in a Board owned or commercially leased vehicle not to exceed seven (7) students in designated seating positions as outlined in Florida statutes and Federal Motor Vehicle Safety Standards (FMVSS) for Passenger Cars.

Except as provided above, the transportation of students in private vehicles may be authorized by the principal on a case-by-case basis only under the following conditions:

- A. When a student is ill or injured and must be taken home or to a medical treatment facility under non-emergency circumstances and
  - 1. the school has been unable to contact the student's parent or guardian, or such parent, guardian, or responsible adult designated by the parent or guardian is not available to provide the transportation; and
  - 2. proper adult supervision of the student is available at the location to which the student is being transported; and
  - 3. the transportation is approved by the school principal or designee; and
  - 4. if the school had been unable to contact the parent or guardian prior to the transportation, the school continues to attempt to contact the parent or guardian until the school is able to notify the parent or guardian of the transportation and the circumstances.
- B. When the transportation is in connection with a school function or event in which the school has undertaken to participate and
  - 1. the function is a single event which is not part of a scheduled series or sequence of events to the same location; such as, but not limited to, a field trip, recreational outing, a competitive or cooperative event, or an event connected to an educational program; and
  - 2. transportation is not available, as a practical matter, using a school bus or Board-owned vehicle; and
  - 3. each student's parent or guardian is notified in writing about the transportation arrangement and gives written consent before a student is transported in a private vehicle.

- C. When Board employees are required to use their own vehicle to perform duties of employment and such duties include the occasional transportation of students.

Any private vehicle used to transport students under this policy shall be currently registered in the State of Florida, be insured for personal injury protection and property damage liability in at least the minimum amounts required by law, and be in good working order.

For purposes of this policy, acceptable vehicles meeting F.S. 1006.22 criteria are only those that are classified by the manufacturer under the following Federal definitions:

- A. School Bus - meeting all Federal Motor Vehicle Safety Standards and Florida specifications applicable to school buses.
- B. Passenger Car - any wheelbase; includes, in part, sedans, coupes, hatchbacks and wagons.
- C. Multipurpose Passenger Vehicle - includes: minivans and larger sport utility vehicles, excludes: MPVs such as the ones listed previously (commonly known as "sport utility vehicles") that have a wheelbase of 110 inches or less. These short wheelbase, utility vehicle MPVs are required, federally, to contain a rollover warning label under 49 C.F.R. 575.105, affixed to either side of the driver's sun visor, and may not be owned or operated by school districts or charter schools for student transportation under F.S. 1006.22.

A Board employee, parent, or other adult wishing to transport students in a private vehicle will request approval by submitting his/her driver's license, vehicle registration, and insurance ID card to the principal in a reasonable amount of time before the planned travel. The principal will follow the established procedure to determine whether approval of the request to transport students in a private vehicle is appropriate.

Student transportation in private vehicles may only be authorized for trips within the State of Florida. When transportation is authorized in a private vehicle, students may only be required to use the occupant crash protection system provided by the vehicle manufacturer. A student who is transported to an activity in a private vehicle approved under this policy shall return from the activity in the same vehicle, unless the student is released to his/her parent.

Board employees will be covered by the Board's liability program when they are transporting students as part of their assigned or related duties. Benefits due from private vehicle insurance will be primary, except for workers' compensation, in accordance with State law.

Parents or other adults are not covered by the Board's liability program when they are transporting students and, therefore, must have adequate insurance during the time that the vehicle is being used to transport students.

Notwithstanding any other provision of this policy, in an emergency situation that constitutes an imminent threat to student health or safety, school personnel may take whatever action is necessary under the circumstances to protect students.

F.S. 1006.22

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