

Tennessee School Boards Association

Monitoring: Review: Annually, in October	Private Vehicles	Descriptor Term: 3.404	Descriptor Code: 3.404	Issued Date:
		Rescinds:	Issued:	

The Board recognizes that certain employees may need to use their private vehicles for school purposes. With the use of private vehicles, the following policy shall be observed:

1. To use a private vehicle for school purposes, the employee must have the written permission of the director of schools/ designee and proof of vehicle liability insurance coverage in the following forms:
 - a. A copy of the insurance certificate issued to the insured indicating liability limits of at least \$300,000/700,000/100,000¹; and
 - b. A specific permit for each trip involving students, including field trips.
2. The school system shall assume no responsibility for liability in case of accident, unless the employee has the proper authorization described above.
3. The Board specifically forbids any employee to transport students for school purposes without prior authorization by the director of schools or his/her designee.
4. Privately-owned school buses and drivers of such shall meet all requirements of state law and state Board Rules, Regulations, and Minimum Standards.²
5. No student shall be sent on errands, personal or school-related, in a vehicle owned by the student, an employee, or the school system.
6. No employee may ask for or give permission to students to transport other students to and from any school or school-related activity without written parental permission and proof of student insurance.

The Board recognizes that volunteer parent drivers are often needed to use their private vehicles for school purposes. The volunteer parent drivers who use a private vehicle must provide proof of vehicle liability insurance coverage in the form of an insurance certificate issued to the insured indicating limits of at least \$300,000/700,000/100,000.¹

Legal Reference:

1. TCA 29-20-403(b)(4); OP Tenn. Atty. Gen. 04-136 (August 24, 2004)
2. TRR/MS 0520-1-5