

## **PROCEDURE WSD316**

### **WINOOSKI SCHOOL DISTRICT**

#### **TRANSPORTING STUDENTS IN PRIVATE VEHICLES**

1. Prior to transporting a student or students in a privately owned vehicle the person transporting must complete a "Field Trip & Transportation Approval Form" and place on file in the Superintendent of School's office along with:
  - a) copy of valid vehicle registration.
  - b) copy of vehicle insurance certificate.
  - c) copy of valid driver's license for driver of vehicle.
2. With the exception of "blanket approvals", all approvals shall be on a one-time basis.
3. All requests for approvals under this procedure shall be made on the "Field Trip & Transportation Approval Form and requested in advance.
4. Reimbursement for such transportation shall be made under the provisions of Procedure WSD317.

Reviewed and Updated: September 30, 2015