

 <b>TUSD</b> Tucson, Arizona  <b>POLICY REGULATION</b>	REGULATION TITLE: Business and Personnel Transportation Services – Student Transportation for Special Events
	CODE: EEB-R3

## Transportation of Students

The safety of students is of paramount concern. Wherever possible, students should be transported in District vehicles which bear the District’s name. The Transportation office shall give preference to requests for District vehicle assignments that involve the transportation of students.

All off-campus student travel requires parent permission. Permission slips must accompany students during travel and should be kept in accessible location to adult supervisors in case of emergency.

Where District vehicles are not available or, where in the case of urgent student transportation needs, timely assignment of District vehicle cannot be assured, use of personal vehicles to transport students may be authorized using the criteria below.

Students transported in District or personal vehicles shall ride in the rear seat of the vehicle when possible. No transportation of students on motorcycles or in truck bed is permitted.

Only persons authorized by the Leadership Office shall transport students, whether in District or personal vehicles. Every individual transporting students must hold a valid driver’s license and proof of insurance in order to transport students.

### Criteria

- Students are not permitted to drive District vehicles.
- With Site Administrator approval, students may transport themselves to or from a school activity or interscholastic event using personal vehicles in cases of emergency or when no other mode of transportation is available. The driver and parent or guardian shall submit the TUSD School Event Student Transportation Permission Slip at least one day before said event. Students are not allowed to transport other individuals to or from events.

- No student shall be sent on official school errands with his/her own automobile, an employee's automobile, or a District-owned vehicle. Interscholastic activities are considered official school business. This does not limit the student's authority to use a personal vehicle for errands supported by student clubs outside of school time.
- When students are driving their own vehicle for District events, their own vehicle insurance is primary coverage. Insurance coverage must provide coverage greater than or equal to the state required minimum for car insurance.
- All student travel is required to be approved by the Site Administrator and the District Leadership Office.
- Travel requiring a contract or certificate of insurance, non AIA sports related travel, trips outside Arizona and trips involving high risk activities require approval from Risk Management.
- All overnight trips and travel outside Pima County limits require approval from the Superintendent.

### **Traffic and Parking Violations**

The District assumes no liability for any driver cited for, or convicted of, illegally operating or illegally parking any motor vehicle used to conduct District business. The driver shall be personally responsible for any and all expenses, costs, penalties, fines, or other consequences which may result from such citation, conviction or arrest.

### **Accidents**

Any accident (no matter how minor) in a school vehicle or personal vehicle while on District business (regardless of location) is to be reported immediately to TUSD School Safety. School Safety will notify the Risk Management Department as soon as possible after the accident has occurred and injuries are stabilized.

Revision: August 22, 2000

Reviewed: July 12, 2011 [Via email from Supt's Ofc to Board]

Revised: To Governing Board via April 10, 2015, Friday Report

### **Legal Ref:**

**Replaces TUSD Regulation EEB-R2 – *Business and Personnel Transportation Services* (July 12, 2011)**

### **Cross Ref #**

**Exhibits: ISC1001 (Interscholastic Student Transportation Permission Slip)  
FORM #:XXXXX (School Event Transportation Permission Slip)**