

**3541.44**  
**Non-Instructional Operations**  
**Privately Owned Vehicles**

**USE OF PRIVATE VEHICLES ON SCHOOL BUSINESS**

It is the policy of the Shelton Board of Education that students are to be transported only by authorized drivers in vehicles provided by the Board. Nonetheless, the Board recognizes that there may be certain emergency situations which may require other forms of transportation, such as by ambulance service or by the police.

Board employees who transport students in private vehicles must understand that there may be certain limitations to insurance coverage in such situations. The Board therefore establishes the following procedures and explanations with respect to the use of private vehicles to transport students:

1. The Board in no way authorizes the use of private vehicles to transport students in connection with any non-school activity which falls outside of the scope of a Board employee's employment with the Board.
2. The Board recognizes that there may be emergency situations or other unusual circumstances when it may be reasonable for Board employees to transport a student in a private vehicle. While all such situations cannot be listed in advance, they are limited to such events as rushing an injured athlete to a medical facility, or transporting a sick child home when it is impossible for the parent(s) to do so and there is no other available means of transportation. Should such an event arise, the employee should notify the building principal in advance of any request to transport a student in a private vehicle.
3. Any employee who has reason to believe he/she may need to transport a student due to an emergency situation or other unusual circumstance, as described above, should submit a copy of this policy to his/her insurer.
4. Due to insurance coverage issues, any Board employee transporting a student must have a valid operator's license and liability coverage in order to be covered by the Board's insurance. Individuals most likely to provide such transportation in an emergency situation may be asked to submit evidence of insurance and appropriate licensure to the building principal.
5. In accordance with this policy, and to help safeguard the school system, employees and students in matters of liability, particularly as to an employee

transporting a student or students in an emergency situation in connection with the individual's employment by the Board, the following insurance coverage is provided:

- A. The City of Shelton's automobile policy includes personal liability coverage for the City of Shelton and the Shelton Board of Education arising out of the use of both owned and non-owned (personal) automobiles. Non-owned automobile liability coverage provides coverage to the City and the Board of Education for liability, including personal injury that may arise out of the use of the employee's vehicle on official City/Board business.
  - B. An endorsement to the City of Shelton's automobile policy provides liability coverage for employees while using personal vehicles on school business. Coverage would be "in excess over any other collectible insurance". That is, the employee's liability coverage on the vehicle is the primary insurance coverage, with the City's policy available in case of excess liability. It must be emphasized that the City's automobile policy does not cover property damage, including physical damage to the employee's vehicle.
  - C. Any insurance coverage will be provided consistent with state law and the indemnification provisions of Conn. Gen. Stat. § 10-235.
6. Each employee of the Board will be given a copy of this policy.

Legal References:

Conn. Gen. Stat. § 10-235