



# RIVER VALLEY SCHOOL DISTRICT

660 West Daley Street

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Spring Green, Wisconsin 53588

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Phone: 608-588-2551

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## District Vehicle Use

District employees are prohibited from using district-owned vehicles for any personal purpose. All requests for use of school vehicles must be made through the Business Manager.

When a district-owned vehicle is not available, district employees, an approved volunteer, and/or the parent of a student enrolled in this District, or other persons serving in an official capacity may transport students in privately owned vehicles for school purposes. The Board authorizes the transportation, by private vehicle, of students of the District in a vehicle transporting nine (9) or fewer passengers in addition to the operator unless emergency permission to use a larger capacity vehicle is obtained in writing from the Wisconsin Department of Transportation. The vehicle may not be used to transport more persons than can be seated on the permanently mounted seats facing forward without interfering with the operator.

Any transportation of students in a private vehicle must be approved in advance and in writing by the Business Manager.

District requirements to utilize a district-owned vehicle, or to transport students in privately owned vehicles for school purposes include:

1. The driver must be the holder of a currently-valid license to operate a motor vehicle in the State of Wisconsin,
2. Be at least eighteen (18) years of age
3. Be physically capable of operating a vehicle including use of both hands and foot required to operate the vehicle, or has medical certification or has such requirement waived by the Board upon proof of a modified vehicle and Department of Transportation driving test completion, and have signed the form provided by the District.
4. Must be owned by the approved driver or the spouse of the approved driver and must conform to registration requirements of the State.
5. A copy of the following items must be made and submitted to the Business Manager prior to transporting students in any vehicle:
  - a. Driver's License
  - b. Automobile Liability & Personal Injury Insurance
6. Must be the holder of automobile liability and personal injury insurance in the amount required by applicable law.

The parent of the participating student will be given, on request, the name of the driver and the description of the vehicle.

The responsibility of professional staff members for the discipline and control of students will extend to their transportation of students in a private vehicle. Drivers who are not professional staff members are requested to report student misconduct to the building principal.

Any person qualified to transport students shall agree not to carry a concealed weapon while transporting students, even if they are a holder of a concealed carry permit. This does not apply to law enforcement personnel.

Expenses incurred by drivers of private vehicles in the course of transporting students will be reimbursed by the Board at the approved mileage rate and upon presentation of evidence of costs for tolls and parking fees.

Employees attending out-of-district meetings shall drive school-owned vehicles if they are available. In cases where school vehicles are not available, employees shall provide their own transportation and will be reimbursed at the board-approved rate. Employees serving in more than one location in the district shall be required to provide their own transportation and will be reimbursed on a per mile basis in accordance with the current Employee Handbook.

At no time shall students be permitted to operate school-owned vehicles on public highways, except students receiving behind-the-wheel driver training from a certified instructor.

School district staff members shall not permit students to operate staff members' personal vehicles as a part of any school-sanctioned activity.

Cross Reference: Policy #742 - Authorized Use of School-Owned Equipment  
Policy #832 – Tobacco and Electronic Smoking Devices Possession and/or Use on School Premises

Wisconsin Statutes: 121.52  
121.53  
121.555  
121.47

APPROVED: December 10, 1998  
REVISED: May 10, 2018  
APPROVED: July 12, 2018  
REVISED: September 9, 2021  
APPROVED: October 14, 2021