



RED CLAY CONSOLIDATED SCHOOL DISTRICT
ADMINISTRATIVE MEMORANDUM

TRANSPORTATION OF STUDENTS IN PRIVATE VEHICLES | 5003.2

The following personnel shall be considered authorized for the transportation of students in private vehicles due to emergency and/or a District-sanctioned activity:

- Counselors
- Student Advisors
- Visiting Teachers
- Psychologists
- Educational diagnosticians
- School administrators
- School nurses

Any other employee needing to transport a student in a personal vehicle shall receive permission in advance from their building or program administrator. In any case, the employee must have a valid driver's license and transport the child in a properly registered and insured vehicle.

In all cases the individual's automobile liability insurance policy provides coverage in case of any accident during the transportation of students addressed in this administrative memorandum. District coverage is activated for damages in excess of the individual's personal policy. Under no circumstance will supplemental coverage be provided when a student or employee is injured as a result of transportation to an unauthorized or unsanctioned activity.

Questions about the information contained in this administrative memorandum should be directed to the appropriate Director of Schools.