



Tennessee School Boards Association

Descriptor Term:

Private Vehicles

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3.404

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Rescinds:

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1 The Board recognizes that certain employees may need to use their private vehicles for school purposes.
2 With the use of private vehicles, the following policy shall be observed:
3

- 4 1. To use a private vehicle for school purposes, the employee must have the written permission of
5 the director of schools/ designee and proof of vehicle liability insurance coverage in the following
6 forms:
 - 7
 - 8 a. A copy of the insurance certificate issued to the insured indicating liability limits of at least
9 \$100,000/300,000/50,000;¹ and
 - 10
 - 11 b. A specific permit for each trip involving students, including field trips.
 - 12
- 13 2. The school system shall assume no responsibility for liability in case of accident, unless the
14 employee has the proper authorization described above.
- 15
- 16 3. The Board specifically forbids any employee to transport students for school purposes without
17 prior authorization by the director of schools or his/her designee.
- 18
- 19 4. Privately-owned school buses and drivers of such shall meet all requirements of state law and state
20 Board Rules, Regulations, and Minimum Standards.²
- 21
- 22 5. No student shall be sent on errands, personal or school-related, in a vehicle owned by the student,
23 an employee, or the school system.
- 24
- 25 6. No employee may ask for or give permission to students to transport other students to and from
26 any school or school-related activity without written parental permission and proof of student
27 insurance.
- 28

29 The Board recognizes that volunteer parent drivers are often needed to use their private vehicles for school
30 purposes. The volunteer parent drivers who use a private vehicle must provide proof of vehicle liability
31 insurance coverage in the form of an insurance certificate issued to the insured indicating limits of at least
32 \$100,000/300,000/50,000.¹
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37 Legal Reference:

- 38 1. TCA 29-20-403(b)(3); OP Tenn. Atty. Gen. 04-136 (August 24, 2004)
- 39 2. TRR/MS 0520-1-5
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- 41