



Student Transport Guidelines

1. The use of an approved charter bus company is the preferred means of transporting students. It is the responsibility of the school to verify that the bus company appears on the SCS approved list of companies. <http://www.scsk12.org/uf/riskmanagement/buses.php> **Schools are prohibited from being transported by churches or non-profit organizations as the District is unable to monitor their safety record. Schools may use transportation services provided by corporate sponsors (Fedex, Methodist, etc.) however prior approval must be obtained from Risk Management.** Questions and concerns related to the charter bus companies should be addressed to the Risk Management Department 416-5515.
2. A school may use an SCS owned or rented vehicle to transport students. This includes all vans and buses donated to a school and kept on that school's campus. It is the school's responsibility to ensure that the vehicle is in good working order, the title and necessary paperwork is on file with SCS, vehicle has passed the required state inspections with proof of such on file, and the vehicle operator has the required endorsements appropriate to the size and passenger load of the vehicle on file. **The SCS employee (driver) will be provided with liability coverage as long as the employee was acting under the scope of his/her employment at the time of the accident.**

As of January 1, 2007, schools **may not** use 15-passenger vans to transport students. **10** passenger vans are the maximum capacity vans allowed for use. The vehicle must be manufactured as a 10 passenger van.

Volunteer drivers must register with the Volunteer Services Office, which includes passing a background check and fingerprinting. Volunteers **must** be approved prior to transporting students.

3. Employees may voluntarily use personal vehicles to transport students on approved activities. **However, the SCS Board shall not require it, and discourages this method of transportation.** The employee must provide the school with a copy of a valid driver's license and proof of insurance, which the District will consider to be primary insurance coverage if an accident occurs. Each student must have a seat and seatbelt.

Employees using their own vehicles should check with their insurance companies to determine stipulations related to the transportation of students

4. Parents may transport students (other than their own children). **However, the SCS Board shall not require it, and discourages this method of transportation. Parents must be approved as a level III volunteer.** The following procedures **must** be followed:
 - a. It is the responsibility of the school to ensure that all drivers have a valid driver's license and current insurance coverage.
 - b. All students riding with other adults must have written permission from their parent or guardian on file with the school.
 - c. There must be a set starting point and time of departure.
 - d. Students must be assigned to ride with a particular adult and required to return with the same adult.
 - e. Cars carrying students must follow one another to the designation point. A school employee should lead the caravan, and another should follow the end of the caravan.
 - f. All students must return to the starting point using the same criteria.

5. Under no circumstances should students be allowed to transport other students

