All students participating in activities which require transportation, such as athletics, band, field trips, etc., are to be transported by insured buses, county-owned or county-contracted school buses with a Public Schools approved driver, and with coaches and/or sponsors aboard.

In the loading and dispatching of buses for participants and spectators, all passengers are to be seated. There are to be no standees. Persons in excess of the rated capacity are not to be taken aboard.

Any exceptions to the above procedure must receive the approval of the administrator charged with the responsibility for granting approval of field trips under Board policy 348.7. Large passenger vans designed to carry 8-15 passengers are not permitted. SUV's designed to carry 8 persons including the driver will be permitted. Considerations for the use of SUV's (e.g., 7 or 8 passenger SUV's, crossover vehicles or minivans) for the transport of 14 or less students is appropriate. The use of SUV's for the transportation of 15 or more students is subject to Board of Education approval. Sponsors are encouraged to rent SUV's and opt for the additional insurance for the aforementioned trips for which a school bus is not taken.

Only properly licensed non-student drivers will be considered. All such requests must be submitted to the administrator responsible for granting final approval utilizing the proper form (348.7) five school days prior to departure. Requests not meeting this time requirement should not be submitted. Upon the approval of the use of a private automobile copy of the information sheet (see reverse side of this procedure) should be given to the individual driver/s involved.

VEHICLE INSURANCE COVERAGE

Should you have agreed to use your private vehicle in conjunction with a Public Schools approved field trip, the following is provided for your information:

The Garrett County Public Schools carries as part of their vehicle insurance coverage a non-ownership provision. It is important to note that this coverage is only for the Public Schools and is not intended for the individual utilizing his/her private vehicle. Should the individual become involved in an accident, the insurance of the individual provides primary coverage for any injury or damages resulting from the accident. On the other hand, the policy of the Board is designed to insure only the Board and will pay cost of defense and any judgment entered against it.

An additional note is that if you are "producing income" via use of your own vehicle for this travel, you may find an exclusion in your own policy which would not cover you while you were considered "renting out" your
vehicle. This could possibly leave you with no coverage. It would be well to check this point out with your insurance carrier.

Last Modified by Karen Brewer on November 20, 2014