

TITLE: Guidelines on the Use of Privately Owned Vehicles for Authorized School District Business

NUMBER: BUL-5310.1

ISSUER: Dawn Watkins
Chief Risk Officer
Division of Risk Management & Insurance Services

David D. Hart
Chief Business Officer
Office of the Chief Business Officer

DATE: August 14, 2023

POLICY: This policy permits employees to use their personal vehicles for District-related business under the condition that they possess a valid driver's license and current automobile insurance coverage. Moreover, individuals such as employees, parents, or volunteers may transport students solely after obtaining written consent from the site administrator/designee, providing a copy of their driver's license and automobile insurance, and fulfilling any necessary documentation outlined and attached to this bulletin. These measures have been put in place to mitigate risks associated with private vehicle use while conducting District related business and to prioritize the safety of students.

MAJOR CHANGES: This bulletin replaces Bulletin 5310.0, *Guidelines on Use of Privately Owned Vehicles for Authorized School District Business*, dated October 20, 2010, and shall be applicable in all cases of private vehicle use when conducting authorized District business. The guidelines have been revised to clarify the roles and responsibilities of Site Administrators/Designees and District employees when the use of private vehicles is authorized. Contact information and the attached forms have also been updated.

GUIDELINES: The following guidelines apply.

I. INTRODUCTION

The following guidelines should be adhered to by District employees using privately owned vehicles for any and all District business, including those personnel charged with transporting students or tangible goods in a private vehicle. [Section IV](#) applies to

ROUTING
All Employees
All Locations

Parents/Volunteers authorized to use private passenger vehicles to transport students.

II. GENERAL GUIDELINES FOR THE USE OF PRIVATE VEHICLES

- A. When using a private vehicle to conduct District-approved employment duties or activities, including while transporting District students and/or personnel, District employees must maintain and keep with them at all times a valid California driver's license and current automobile liability insurance that meets or exceeds California mandatory liability insurance requirements as provided in California Vehicle Code sections [12500](#), [16054](#), and [16430](#).
- B. Employees and any volunteers who drive as part of their duties, responsibilities, and activities must submit proof of a valid driver's license (instruction permits are not permitted) and automobile liability insurance on at least an annual basis and update it within 30 days of the expiration date to their division human resources department or Site Administrator/Designee.
- C. Drivers must not transport more people than the vehicle was originally designed to safely carry, or more than the number of seat belts equipped in the vehicle. There shall not be more than ten (10) people, including the driver, in any vehicle used for student transportation other than in an approved school bus or authorized transport van.
- D. Drivers and passengers must wear seat belts at all times while occupying a private passenger vehicle to carry out approved activities or employment duties. Under no circumstances shall students or any other person be transported in trailers or cargo spaces of cars, trucks, or vans.
- E. The District does not authorize the use of LAUSD student drivers to transport other students.

III. EMPLOYEE RESPONSIBILITY FOR USE OF PRIVATE VEHICLE

A. District Employees

- a. District employees shall not use private vehicles to transport students unless specifically authorized in writing. Employees should complete Attachment A, [Authorization for Employee](#)

[Use of Private Vehicle for Student Transportation](#) and obtain approval from the Site Administrator/Designee, before using a private vehicle to transport student(s).

- b. Employees who are authorized to use a private passenger vehicle for District business or to transport students must show proof and possession of a valid California driver's license and automobile liability insurance, pursuant to the California Financial Responsibility Act, to the Site Administrator/Designee.
- c. District employees shall follow all applicable District health and safety protocols, which are subject to change.
- d. All District employees authorized to drive private vehicles to transport student(s) must:
 1. Complete and submit [Attachment A, Authorization for Employee Use of Private Vehicle for Student Transportation](#) and [Attachment B, Log Of Authorized Use Of Private Vehicle For Student Transportation](#).
 2. Employees should follow all sign-in and sign-out procedures at the school site, department, etc.
 3. When District employees are conducting home visits, a list of addresses should be provided to the school before departure.

B. Site Administrators

- a. When considering a request to use a private vehicle to transport students, the Site Administrator/Designee has discretion regarding whether to authorize the use of a vehicle. In making this decision, the Site Administrator/Designee shall consider the vehicle's appearance and intended use or purpose as well as the requested destination.
- b. The Site Administrator/Designee shall not authorize any person to transport students if the Site Administrator/Designee has information or knowledge that the person has an unsafe driving record. The minimum driver age is 18 years old.

- c. If students will be transported in a private vehicle, the Site Administrator/Designee shall obtain and keep on file a signed [Student Transportation Waiver Form](#) (Attachment C). The form should be kept at the school site for six (6) months.
- d. When using a private automobile other than for student transportation, such as traveling to and from District sites for meetings, visits, inspections, etc., the Site Administrator/Designee shall ensure that a valid copy of the employee's driver's license and automobile insurance are kept on file.
- e. Site Administrators should ensure that Parents/Volunteers are registered and processed through the [District's volunteer process](#).

IV. TRANSPORTATION BY PARENTS/VOLUNTEERS

- A. The preferred manner to transport students is through the use of school buses arranged through the Transportation Services Division or by Approved Charter Bus Companies. However, when private vehicles are used for the approved transport of students, Parents/Volunteers should adhere to the guidelines in Section B, below.
- B. If the Site Administrator/Designee determines there are an insufficient number of students to justify the use of a school bus, the Site Administrator/Designee may authorize Parent/Volunteer drivers as a practical means of providing transportation. Once a Parent/Volunteer driver has been authorized to transport students, in addition to the general guidelines listed under [Section II](#) above, the following guidelines apply:
 - a. The [Student Transportation Waiver Form](#) (Attachment C) must be completed by a parent or guardian for each student riding in a private vehicle driven by any parent authorized to drive by the Site Administrator/Designee.
 - b. All Parent/Volunteer drivers must complete the [Private Automobile Liability Insurance Certification form](#) (Attachment E), along with a copy of their driver's license and proof of

automobile insurance when transporting students other than their own.

- c. All Parent/Volunteer drivers must follow all applicable District health and safety protocols, which are subject to change.

V. DISTRICT LIABILITY INSURANCE COVERAGE

A. District Employees

- a. Employees required or authorized to drive private vehicles for student transportation or other District business are covered by Workers' Compensation in case of injury to themselves while engaged in carrying out the authorized business.
- b. No collision or comprehensive coverage is provided by the District for an employee's private vehicle, whether it is owned, leased, or borrowed.
- c. The District does not pay for damage to the employee's vehicle. In the event of an accident resulting in property damage or bodily injury to another party, the automobile liability insurance carried by the employee for the employee's vehicle shall always be primary. Any additional liability coverage for a District employee depends on whether the private vehicle use falls within the course and scope of an employee's designated employment, as determined by the District.

B. Non-District Employees

- a. The District does not assume any liability for the transportation provided by non-District employees or Parent/Volunteer drivers. No insurance coverage is provided by the District's Automobile Liability, Comprehensive, and Collision insurance program to non-District employees or Parent/Volunteer drivers.
- b. The District's Workers' Compensation Insurance covers only approved school and office volunteers injured during the course of their volunteer work.

C. Students

- a. Blanket One-Day Field Trip accident/illness insurance covers students only while they are on a designated field trip site. It does not cover students while they are being transported to or from the field trip destination. The District provides limited liability coverage for District students on a District-approved field trip while being transported on District-owned buses; however, there is no District-provided liability insurance coverage for drivers or passengers of private passenger automobiles while in transit to or from a designated field trip site.

AUTHORITY: Board Rule 1672, Replacement or Repair of Employees' Personal Property
Board Rule 2375, Laws and Rules Governing Transportation of Students

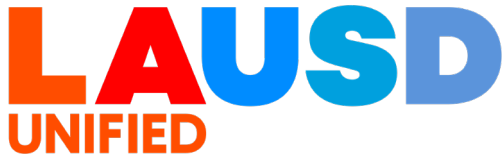
California Education Code sections [35160](#), [35330-35331](#)
California Vehicle Code sections [12500](#) and [16000](#) et seq

RELATED RESOURCES: [REF-2111.1, *Field Trip Handbook and Revised Procedures*, dated December 14, 2015](#)

[BUL-6746.4, *Establishing and Administering School/Office Volunteer Programs*, dated August 15, 2022](#)

ATTACHMENTS: Attachment A—Authorization for Employee Use of Private Vehicle for Student Transportation
Attachment B—Log of Authorized Use of Private Vehicle for Student Transportation
Attachment C—Student Transportation Waiver Form
Attachment D—Student Transportation Waiver Form – Spanish
Attachment E—Parent/Volunteer Private Automobile Driver Certification of Liability Insurance
Attachment F—Parent/Volunteer Private Automobile Driver Certification of Liability Insurance –Spanish

ASSISTANCE: For assistance or further information please contact:
[Division of Risk Management & Insurance Services](#), [Risk Finance & Insurance Branch](#) at riskfinance@lausd.net or (213) 241-0329.



**AUTHORIZATION FOR EMPLOYEE USE OF PRIVATE
VEHICLE FOR STUDENT TRANSPORTATION**

Name of Driver: _____

Position: _____ Work Location: _____

Name of School: _____ Telephone: _____

This Authorization is in effect for the _____ until _____ academic year unless
revoked in writing by the Site Administrator or designee.

General Description of Transportation Needs at the School:

- I have provided the Site Administrator with a copy of my current automobile insurance.
- I have provided the Site Administrator with a copy of my valid California driver's license.

Driver's Signature: _____ Date: _____

Site Administrator/Designee Printed Name: _____

Site Administrator/Designee Signature: _____ Date: _____

No collision or comprehensive coverage is provided by the District for an employee's private vehicle whether owned, leased, or borrowed. The District does not pay for damage to the employee's vehicle. Additionally, the automobile liability insurance carried on the employee vehicle shall always be primary in the event of an accident resulting in property damage or bodily injury to another party. Beyond that, any additional liability coverage for a District employee depends on whether the private vehicle use falls within the course and scope of an employee's designated employment.

Routing: Please submit the form to the Site Administrator/Designee after completion.



LOG OF AUTHORIZED USE OF PRIVATE VEHICLE FOR STUDENT TRANSPORTATION

Authorized Employee Name: _____ Employee #: _____

Position: _____ Work Location _____

School Name: _____ Telephone: _____ Date of Authorization: _____

	Date	Student Name	Student ID #	Parent/Guardian Name	Parent/Guardian Phone #	Destination Address	Transportation Waiver Form Attached? (Y/N)
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

I certify that the above information is true and accurate.

Signature of Authorized Employee: _____ Date: _____

Routing: Please submit the form to the Site Administrator/Designee after completion.

STUDENT TRANSPORTATION WAIVER FORM

Permission is granted to _____
(Name of student)

as a part of the student's class work in/or other school activity _____
(Course name/type of activity)

at _____ School to participate in the following
school-sponsored field trip, excursion, or activity to: _____

on the date of _____ from _____ a.m./p.m. to _____ a.m./p.m.

Since no school district transportation is available for this trip/excursion, I authorize my child to use the following mode(s) of transportation to participate in the above event:

- Ride in a private vehicle **driven by a District employee.**
- Ride in a private vehicle **driven by a Parent/Volunteer.**

All drivers are 18 years old or older.

In so doing, I hereby expressly waive and release any and all rights or claims of any nature whatsoever I may have against the Los Angeles Unified School District, the Board of Education of Los Angeles Unified School District, and its members, agents, and employees, arising out of, in connection with, or resulting from the above school activity.

Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____ Date: _____

Routing: Please submit the form to the school after completion.

FORMULARIO DE EXENCIÓN PARA EL TRANSPORTE DE ESTUDIANTES

Se concede permiso a _____
(Nombre del estudiante)

como parte de su trabajo en la clase de u otra actividad estudiantil _____
(Nombre del curso/Tipo de actividad)

en la Escuela _____ con el fin de que participe en la siguiente

visita o excursión patrocinada por la escuela a: _____

en la fecha _____ de _____ a.m./p.m. a _____ a.m./ p.m.

Dado que no hay disponible transporte del distrito escolar para este viaje/excursión, autorizo a mi hijo a usar los siguientes modos de transporte para participar en el evento anteriormente mencionado:

- Viajar en un vehículo privado, **conducido por un empleado del Distrito**
- Viajar en un vehículo privado, **conducido por un padre / voluntario.**

Todos los conductores tienen 18 años o más.

Para este efecto, mediante el presente renuncio y libero expresamente todos y cada uno de los derechos o reclamos de cualquier naturaleza que pueda tener contra el Distrito Escolar Unificado de Los Ángeles, la Junta de Educación del Distrito Escolar Unificado de Los Ángeles, y sus miembros, agentes y empleados que surjan de, en relación con, o resultantes de la actividad escolar anterior.

Nombre del padre/tutor: _____

Firma del padre/tutor: _____ Fecha: _____

Enrutamiento: *Entregue el formulario a la escuela después de completarlo.*

**PARENT/VOLUNTEER PRIVATE AUTOMOBILE DRIVER
CERTIFICATION OF LIABILITY INSURANCE**

I hereby certify that I have automobile liability insurance that covers the driver and all passengers in the automobile, and I have ascertained that my policy will cover me and all passengers riding in the automobile in connection with the transport of students, other employees, or tangible goods for the following District authorized employment duties or school activity:

Covered Auto: Make: _____

 Model: _____

My insurance company is _____

 Policy#: _____

My insurance agent/broker is _____

 Telephone: _____

My driver's license number is _____ Age: _____ (18 or older only)

 Issue State: _____ Expiration Date: _____

Name of Driver (Print): _____

Driver's Signature: _____ Date: _____

Site Administrator/Designee Printed Name: _____

Site Administrator/Designee Signature: _____ Date: _____

The District does not assume any liability for the transportation provided by non-District employees or parent/volunteer drivers. No insurance coverage is provided by the District's Automobile Liability, Comprehensive, and Collision insurance program to non-District employees or parent/volunteer drivers.

Routing: Please submit the form to the school after completion.

