

**ALMOND-BANCROFT SCHOOL DISTRICT**  
**Administrative Rules**

751.3-Rule

PROCEDURES FOR USE OF VEHICLES OTHER THAN SCHOOL BUSES  
TO TRANSPORT STUDENTS

Vehicles other than school buses may be used to provide student transportation to and/or from school-sponsored activities in accordance with the following procedures.

A. Transportation of Students by District Employees

Transportation of students by District employees can be permitted under the following conditions:

1. The building principal or District Administrator shall approve the transportation of students by an employee.
2. The owner of the vehicle must have insurance coverage as required by the State of Wisconsin.
3. The vehicle operator must possess a valid operator's license and be at least 18 years of age.
4. The operator must have sufficient use of both hands, and the foot that is normally employed to operate the foot brake and foot accelerator.
5. The operator must not have been convicted of any of the driving violations outlined in section 121.555 of the state statutes
6. At least every three years, the operator must submit to the District a medical opinion stating that the operator is not afflicted with or suffering from any medical or physical disability or disease such as to prevent the operator from exercising reasonable control of the vehicle.
7. The operator's vehicle shall be annually inspected for compliance with state rules of the Department of Transportation.

B. Transportation of Students by Parents/Guardians or Other Adults

1. Students are expected to be transported to and from field trips via School Board-contracted vehicles. Any special exception of a parent/guardian transporting their child must be approved by the building principal.
2. Students are expected to be transported **to** school-sponsored events via the authorized vehicles contracted with the transportation company. Students may be transported by parents/guardians or other adult **from** school-sponsored events under the following conditions:

- a. Students can only be transported **from** a school-sponsored event if the parent/guardian makes specific arrangements with the activity sponsor that they intend to have their child transported from the activity. The request should be made in a timely manner.
  - b. The transporting of students **from** a school-sponsored event, with an adult, who is not the student's parent/guardian, will only be permitted when there is direct contact with the parent/guardian or a written note is provided, indicating that permission is given for their child to be transported in the vehicle of another adult. The adult driver must be at least 18 years of age.
3. For school events that are planned in advance, the regular parent/guardian permission form should be used. The permission form should indicate that private transportation will be used for the activity. When transportation is more spontaneous, and when possible, a written note giving permission from the parent/guardian will be requested. At times, verbal approval will be accepted when written verification is not practical.

CROSS REF.: 352, Field Trips  
370, Extracurricular Activities  
751.3, Extracurricular Transportation

APPROVED: 10/15/02

REVISED: 3/19/08

***PLEASE REVISE THE CROSS-REFERENCE SECTIONS ON POLICY 352 AND 370 IN YOUR POLICY MANUAL BY DELETING THE REFERENCE TO POLICY 751.5 AND REPLACING IT WITH 751.3-RULE.\*\*\****