



Transporting Students in Personal Vehicles

ANIMAS HIGH SCHOOL DOES NOT ADVISE STAFF TO TRANSPORT STUDENTS.

However, there will be circumstances that arise in which staff members will feel compelled to use their own vehicles to transport students.

If staff determine that they will transport students in their own vehicles, it is best to obtain written permission from parents and verbal permission/directive from AHS administrators before transporting students. Naturally, ad hoc situations may arise where staff members simply must exercise good judgment about transporting students and where permission cannot be obtained as a practical matter.

If staff members find that they must routinely transport students in personal vehicles, then (1) written authorization should be obtained from the students' parents (those being transported); (2) the transportation plan should be cleared by AHS Administration and (3) the staff member should consult with his/her auto insurance agent about adequate coverage and liability protection.

Additionally, staff members who transport students must have a CURRENT COPY of their driver's license and insurance information on file with the school. Staff members are responsible for making sure all copies are of current documents!

I, (print name) _____ anticipate the need to possibly transport AHS students. A copy of my license and insurance information is on file with Animas High School.

(signature) _____ (date) _____ / _____ / _____

(Please attached copies of license/insurance to this form)