

Private Vehicle Student Transportation

A. Student Welfare

To ensure the protection of staff and students, staff members should not transport students by private vehicle except under *exceptional circumstances* during standard working hours or when *situational incidents* occur during non-working hours.

A one-on-one transportation arrangement involving a student and a CPSD staff member exposes the parties to a situation which can result in allegations about inappropriate conduct. Treating such transportation issues with extreme caution protects the child from a potentially unsafe situation and protects staff members.

Exceptional circumstances include but are not limited to:

- Occasions when a district vehicle is not available,
- A family emergency requiring immediate transportation of the student when no family or other district mode transportation option is available.

Situational incidents include but are not limited to the need to transport students home

- After a school sponsored event (dance, game, etc.)
- After a field trip, an away athletic event, or other school activity that returns students to the school outside of the regular school hours.

Staff members facing *exceptional circumstances* and/or *situational incidents* should always contact the CPSD Transportation department (253-583-5494) regardless of the day or time. The Transportation department may be staffed outside of typical school hours. If possible, the Transportation department will make every effort to resolve the issue.

If there is no answer at the Transportation department, the caller should leave his/her name, position, time, date, and a description of the situation. This message will serve as an initial verification of an attempt to resolve the incident.

If the Transportation department is not available, the staff member should follow the steps listed below and document compliance with this procedure:

- Assist the student in access to a telephone for contacting the parent or guardian.
- Review the child's emergency contact information and attempt to make contact with those individuals listed.
- Ask the student for other possible contacts who could provide transportation (friends, neighbors, pastors, relatives, etc.).
- If the school is on Joint Base Lewis-McCord, contact the base emergency contacts to explain the situation and request help.
- In the event that all of the above steps have still not resulted in a ride home for the student, the employee in charge may deem it necessary to transport the student.

The staff member assigned to transport the student must be an authorized vehicle user as defined in Policy 6640 and should be accompanied by a district volunteer or another staff member. Use of seat belts is mandatory.

- The adult driver must be accompanied by another adult so as to avoid an unsupervised situation.
- If no other adult is available, the adult driver will telephone his/her direct supervisor (or that person's supervisor, etc.) and maintain an open cell phone connection until delivery of the student to the student's residence.
- If the student is unable to enter the residence, the staff member will call 911 for assistance.
- The driver/staff member in charge must provide a written summary of the events to his/her supervisor within two working days of this occurrence.

Generally, it would likely not be beneficial to contact 911, unless transporting the student would jeopardize the safety of the student or staff member. In the event of such a safety concern, local emergency agencies should be contacted. However, it is not usually reasonable to expect local law enforcement agencies to transport students stranded at school. Further, the safety of the student is no more certain if a taxi or public transit option is utilized.

The following preventive measures should be in place to ensure that *exceptional circumstances* and *situational emergencies* are minimized:

- Emergency cards may need to be revised to include multiple contacts for transportation needs.
- Coaches, teachers, and activity advisors should check with students prior to departing for an event to confirm that students will have a ride home upon return. Permission forms and parent notices must include an arrival time.
- Upon departure for any form of field trip, all relevant permission forms and student emergency information must be in the possession of the staff person in charge.
- Ensure that the staff member in charge has a listing of telephone contact information of his/her direct supervisor and the chain of persons above in the event that telephone calls must be made per the strategies noted earlier in this procedure.

B. In-Lieu Transportation

The transportation supervisor may approve "in-lieu of transportation" for a specific student's transportation when it is deemed advantageous to the district. "In lieu of transportation" will be used when district transportation vehicles and staff cannot safely and economically transport a student.

Procedure 6625-P1

The parent/guardian will enter into a consultant agreement with the district for monthly reimbursement of mileage. Reimbursement shall be at a per-mile rate calculated by the Internal Revenue Service.

Round trip mileage using the straightest route from the student's residence to school will be determined as the route in which payment will be processed.

The transportation director or designee will review the mileage compensation request and verify student attendance prior to payment by accounts payable.

Cross Reference: Board Policy 2320 Field Trips

Former Procedure: 7404-P1

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