

February 20, 2013

**ADMINISTRATIVE MEMORANDUM NUMBER FIFTY-EIGHT**  
**USE OF PRIVATE CARS TO TRANSPORT STUDENTS TO**  
**APPROVED STUDENT ACTIVITIES**

It is the philosophy of Granite District that school buses or commercial transportation should be used for activities involving student travel. Granite School District buses are the preferred choice for student transportation, however, in some cases insured commercial carriers may be chartered for approved travel.

Use of private vehicles to transport students for special purposes and activities is permitted, but subject to the following limitations:

1. The activity to which the students are being transported must be approved by the principal and sponsored by the school or the district.
2. The driver must have a valid driver's license and, inasmuch as the owner of an automobile is required by state law to provide liability insurance on his own automobile, such coverage must be in force (sample forms are attached).
3. Parents of the students being transported must have prior knowledge of and give consent to this mode of transportation. Approved permission and verification forms are attached. Parents must be informed for each date their students access private means of transportation.
4. Every student being transported must have and must use a seat belt.
5. No more than two vehicles may be used to transport students to any one activity. Exceptions must be approved in writing by School Accountability Services.
6. Travel outside of Salt Lake County must be approved in writing by School Accountability Services.
7. Staff should avoid transporting students alone in a vehicle. There are some activities before or after school for which attendance is not required, therefore, transportation is not provided. For those activities, students or their parents will be responsible for transportation.

Granite School District has coverage under the non-owned automobile section of its policy, with limits of \$250,000 each person, \$500,000 each occurrence on the bodily injury and \$100,000 on the property damage for claims that arise out of the use of automobiles non-owned by the school district. This coverage protects not only the school district but its employees as well.

/s/  
Martin W. Bates  
Superintendent

STUDENT DRIVER  
PARENTAL PERMISSION TO OPERATE A PRIVATE VEHICLE FOR SCHOOL ACTIVITIES

Dear Parent/Guardian:

It is occasionally necessary for a student to drive their private vehicles to school activities. The following guidelines apply when private vehicles are used:

1. The activity is approved by the principal and is sponsored by the school or district.
2. The student driver must have a valid driver's license and automobile insurance must be in force on the vehicle.
3. Every student being transported must have and use a seat belt.

Claims which might arise from the use of private vehicles must first be made against the owner's insurance company. Secondary claims, under some circumstances, could be made against the Granite School District under the non-owned automobile section of its policy.

\_\_\_\_\_ has my permission to drive students to  
(student's name)  
\_\_\_\_\_ on the following date(s):  
(activity)

_____ (m/d/y)	_____ (m/d/y)	_____ (m/d/y)	_____ (m/d/y)	_____ (m/d/y)	_____ (m/d/y)
_____ (m/d/y)	_____ (m/d/y)	_____ (m/d/y)	_____ (m/d/y)	_____ (m/d/y)	_____ (m/d/y)
_____ (m/d/y)	_____ (m/d/y)	_____ (m/d/y)	_____ (m/d/y)	_____ (m/d/y)	_____ (m/d/y)
_____ (m/d/y)	_____ (m/d/y)	_____ (m/d/y)	_____ (m/d/y)	_____ (m/d/y)	_____ (m/d/y)
_____ (m/d/y)	_____ (m/d/y)	_____ (m/d/y)	_____ (m/d/y)	_____ (m/d/y)	_____ (m/d/y)
_____ (m/d/y)	_____ (m/d/y)	_____ (m/d/y)	_____ (m/d/y)	_____ (m/d/y)	_____ (m/d/y)

The driver has a valid driver's license and automobile insurance is in force on this vehicle.

_____ Driver's Signature	_____ Owner's Signature
_____ Driver's License Number	_____ Automobile License Number
_____ Driver's License Expiration Date	_____ Signature of Parent/Guardian
_____ Date	_____ Date

PARENTAL PERMISSION TO BE TRANSPORTED BY PRIVATE VEHICLE

Dear Parent/Guardian:

It is occasionally necessary to use private vehicles to transport students to school activities. The following guidelines apply when private vehicles are used:

1. The activity is approved by the principal and is sponsored by the school or district.
2. The driver, whether student, teacher or parent, must have a valid driver's license and automobile insurance must be in force on the vehicle.
3. Every student being transported must have and use a seat belt.

Claims which might arise from the use of private vehicles must first be made against the owner's insurance company. Secondary claims, under some circumstances, could be made against the Granite School District under the non-owned automobile section of its policy.

\_\_\_\_\_ has my permission to be transported to  
(student's name)

\_\_\_\_\_ on the following date(s):  
(activity)

_____ (m/d/y)	_____ (m/d/y)	_____ (m/d/y)	_____ (m/d/y)	_____ (m/d/y)	_____ (m/d/y)
_____ (m/d/y)	_____ (m/d/y)	_____ (m/d/y)	_____ (m/d/y)	_____ (m/d/y)	_____ (m/d/y)
_____ (m/d/y)	_____ (m/d/y)	_____ (m/d/y)	_____ (m/d/y)	_____ (m/d/y)	_____ (m/d/y)
_____ (m/d/y)	_____ (m/d/y)	_____ (m/d/y)	_____ (m/d/y)	_____ (m/d/y)	_____ (m/d/y)
_____ (m/d/y)	_____ (m/d/y)	_____ (m/d/y)	_____ (m/d/y)	_____ (m/d/y)	_____ (m/d/y)
_____ (m/d/y)	_____ (m/d/y)	_____ (m/d/y)	_____ (m/d/y)	_____ (m/d/y)	_____ (m/d/y)

by private vehicle.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

NON-STUDENT DRIVER  
VERIFICIATION TO OPERATE A PRIVATE VEHICLE FOR SCHOOL ACTIVITIES

Dear Driver:

It is occasionally necessary to use private vehicles for school activities. The following guidelines apply when private vehicles are used:

1. The activity is approved by the principal and is sponsored by the school or district.
2. The driver must have a valid driver's license and automobile insurance must be in force on the vehicle.
3. Every student being transported must have and use a seat belt.

Claims which might arise from the use of private vehicles must first be made against the owner's insurance company. Secondary claims, under some circumstances, could be made against the Granite School District under the non-owned automobile section of its policy.

I hereby certify that I have a valid driver's license and automobile insurance is in force on this vehicle.

\_\_\_\_\_  
Driver's Signature

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Driver's License Number

\_\_\_\_\_  
Automobile License Number

\_\_\_\_\_  
Driver's License Expiration Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date