



<i>The Classical Academy</i>	<i>Policies and Procedures</i>
Policy Name:	Volunteer Drivers of Small Vehicles
Policy Number:	EEBB-TCA
Original Date:	11/1/2009
Last Reviewed:	8/5/2015
Category:	Support Services
Author:	Activities Director
Cabinet Approval:	Director of Academic Services

INTRODUCTION

School personnel and other adult drivers may transport Classical Academy students in Privately Owned Vehicles (POVs) to school-sponsored activities according to the rules listed below.

1. The driver must have a valid Colorado operators' license.
2. The driver must be 25 years of age or older.
3. The driver must be insured and maintain liability insurance at a minimum of \$100,000 per person/\$300,000 per accident Bodily Injury, and \$100,000 Property Damage. The driver will provide a copy of his/her current license and insurance card.
4. The vehicle must be equipped with all required safety equipment including seat belts, and all riders will use them. All safety equipment must be fully functional.
5. All trips must be made with the written approval of the school administration. Appropriate permission slips will be provided to all families participating in the event, and will state destination, use of private drivers, timeframes and all other applicable information.
6. Students participating in school-sponsored trips or activities will use contracted transportation services whenever possible. However, POVs may be used for student transport when approved by the TCA President or his designee, and when such use is the most practical or only possible mode of transport that meets the requirement. The Classical Academy personnel will not organize students driving other students.
7. Trucks may be used only to transport equipment. It is against the Colorado Motor Vehicle Code for students to ride in open truck beds.
8. In case of an accident, the driver is the primary insured and is liable for the limits of his/her policy.
9. The Classical Academy prohibits the use of 15-passenger vans for the transportation of students or staff.

This TCA Policy Replaces ASD20 Policy EEA-E-2

Cross References:

- IJOA-TCA Field Trip Policy
- IJOA-R-TCA Field Trip Procedures
- IJOA-1-TCA Field Trip Form
- EEBA-TCA Activity Bus

Policy Revision History

Date	Revision Details	Revised By
4/11/2013	Reformatted policy into new template. Completed annual review and policy update.	Activities Director
6/3/2015	Updated Policy to be consistent with other related policies	Director of Academic Services

