

Fleet Policy E-1

Originally Issued 8/21/18

Revised: 4/23/19; 10/29/19

Current Policy Language

IX. Transporting Authorized Passengers

Except during *emergency situations, the following conditions must be followed while transporting authorized passengers:

1. Two adult staff members must be present.
2. Passengers must ride in the back seat.
3. The driver and all passengers must be seated and utilize the appropriate safety restraining device for their age, height and weight.

*An emergency event is a sudden, urgent, usually unexpected incident or occurrence that requires an immediate reaction or assistance. Existing and continuing conditions are never considered emergencies. In the event of an emergency the staff member is required to notify their supervisor immediately that they will be transporting a student alone.

Proposed Changes

IX. Transporting Authorized Passengers

The following conditions must be followed while transporting authorized passengers.

1. When possible two adult staff members should be present
2. When possible passengers must ride in the back seat
3. The driver and all passengers must be seated and utilize the appropriate safety restraining device for their age, height and weight.
4. When only one staff member is available to transport students, there must be a minimum of two students in the vehicle. Staff members are not permitted to be alone in a vehicle with one student unless there is an emergency.

*An emergency event is a sudden, urgent, usually unexpected incident or occurrence that requires an immediate reaction or assistance. Existing and continuing conditions are never considered emergencies. In the event of an emergency the staff member is required to notify their supervisor immediately that they will be transporting a student alone.