

SCHOOL DISTRICT OF WAUPACA

SERIES 700 SUPPORT SERVICES

CODE: 751.5R-1

AUTHORIZATION OF ALTERNATIVE VEHICLES AND DRIVERS TO TRANSPORT STUDENTS

These procedures address the authorization and use of a District employee or any non-student volunteer, who is at least 18 years old, as the driver of any alternative vehicle that is used to transport students, provided that the vehicle (1) is manufactured to transport a maximum of nine or fewer passengers, in addition to the driver; (2) has a sufficient number of permanently-mounted and forward-facing seats for each passenger; (3) was manufactured within the last 15 model years; (4) is not a homemade, street modified, or replica vehicle; and (5) meets all applicable requirements established under state law or under District policies and rules.

Time Requirements for Seeking/Verifying Authorization

The process of authorizing an individual to provide student transportation services via an alternative vehicle can take several weeks. In most cases, both the individual driver and the specific vehicle must be qualified and authorized under these procedures. Because of the complexity of the process, and the possibility that follow-up steps may need to be taken after the initial submission of information, staff members are encouraged to begin the process of qualifying a driver and/or vehicle as soon as possible once the need to do so has been identified. The following are general guidelines under which the District should normally be able to complete the processing of an application for the authorization of an alternative vehicle and/or driver:

1. **Employees who are expected to maintain continuous authorization.** Shall identify and notify each District employee under the administrator's supervision who is expected to remain continuously eligible to transport students using an authorized alternative vehicle.
 - a. Annually between July 1 and September 15, the *Transportation Designee* shall ensure that all requirements have been met for the driver and his/her designated vehicle(s) to remain authorized throughout the entirety of the upcoming school year.
 - b. The *Transportation Designee* shall notify the employee of any required items that (1) have already expired; or (2) are due to expire prior to September 15 of the subsequent school year.
 - c. Between August 1 and September of each school year, and always before driving any students during that school year, the employee shall provide the building principal with (1) verification of his/her current motor vehicle insurance policy, and (2) a copy of written documentation of a satisfactory vehicle inspection that was completed between July 1 and September 15.
 - d. At the beginning of each school year and prior to transporting any student that school year, each employee who is required to maintain continuous eligibility to transport students using an alternative vehicle shall confirm with the building principal that all requirements have been satisfied and that they have been authorized to serve as such a driver for that school year.
 - e. Each employee who is required to maintain continuous authorization as a driver of an alternative vehicle will be notified of the scope of his/her authorization, and he/she shall avoid transporting students in circumstances that are unrelated to that authorized scope.

2. **Temporary authorization for an employee to transport students using an alternative vehicle (single event or current school year only).** The District Administrator or designee must give preliminary approval to a transportation plan for which it is proposed that a District employee (who does not maintain continuous authorization as an alternative vehicle driver) will temporarily provide student transportation services for a school-sponsored purpose via an alternative vehicle. Once preliminary approval of the transportation plan is received, the proposed employee-driver and the administrator (or other staff member) assigned to coordinate the transportation plan should start the process of obtaining formal driver and vehicle authorization at least *six weeks* prior to the date that the employee will initially transport any student. If approved, the approval shall be for the specific event(s) for which approval was sought, or for a specific time period not to extend beyond the next July 1.
3. **Temporary authorization for a volunteer who will be driving a privately-owned motor vehicle and who will not receive compensation for his/her volunteer services.** The District Administrator or designee must give preliminary approval to a transportation plan for any school-sponsored event or activity for which it is proposed that the District will provide student transportation using one or more authorized volunteers who will be driving a privately-owned motor vehicle. Once preliminary approval of the transportation plan is received, the volunteer applicant(s) and the administrator (or other staff member) assigned to coordinate the volunteer transportation should start the process of obtaining final driver and vehicle authorization at least *four weeks* prior to the date that the volunteer will initially transport any student. If approved, the approval shall be for the specific event(s) for which approval was sought, or for a specific time period not to extend the next July 1.
4. **All other types of arrangements involving the use of employees or volunteers as possible drivers of alternative vehicles for District-provided student transportation are disfavored.** If a building principal wishes to propose an arrangement involving the use of an employee or volunteer driver, other than those expressly addressed in these procedures, the proposal shall be presented to the District Administrator for preliminary approval, and, if approved, the District Administrator will identify the specific driver and vehicle requirements that must be satisfied in order for the proposed driver and vehicle to receive final authorization.

Main Process Steps to Request Authorization for a District Employee or Volunteer to Provide Student Transportation via an Approved Alternative Vehicle

Employee Driver	Volunteer Driver (personal vehicle; no compensation)
1. Request preliminary approval of a transportation plan that involves any temporary authorization of any employee driver(s) (submit request to District Administrator or designee)	1. Request preliminary approval of a transportation plan that involves the use of any volunteer driver(s) (submit request to District Administrator or designee)
2. If preliminary approval is received, complete <u>all</u> components of the appropriate Alternative Driver Authorization Checklist (Employee Driver—Personal Vehicle; or Employee Driver—District Vehicle)	2. If preliminary approval is received, complete <u>all</u> components of the applicable Alternative Driver Authorization Checklist (Volunteer Driver-Personal Vehicle and No Compensation)
3. District makes formal decision to reject or approve the application for authorization as an alternative vehicle driver; District ensures a contract with the employee has been properly executed. Any proposed driver shall not transport students unless he/she has received direct confirmation from the District Administrator, the Building Principal, or the Director of Pupil Services that he/she has been fully authorized.	3. District makes formal decision to reject or approve the application for authorization as an alternative vehicle driver. Any proposed driver shall not transport students unless he/she has received direct confirmation from the District Administrator, the Building Principal, or the Director of Pupil Services that he/she has been fully authorized.
4. Parents or guardians of students involved in the transportation are to be informed of the transportation plan that involves alternative vehicles. (The District shall provide a student’s parent or guardian with the name of the individual who will be driving their child upon request.)	4. Parents or guardians of students involved in the transportation are to be informed of the transportation plan that involves alternative vehicles. (The District shall provide a student’s parent or guardian with the name of the individual who will be driving their child upon request.)

ADOPTED: 121013

REVISED: 121217

REVIEWED: 101916

LEGAL REFERENCE: Wisconsin State Statutes 121.555

CONTRACT REFERENCE:

CROSS REFERENCE: 751.5

The School District of Waupaca does not discriminate on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability.