

SEATTLE PUBLIC SCHOOLS
Transportation of Students – Administrative Procedure

A. General Rules:

- All District staff that will be transporting students must have prior authorization.
- Every trip involving staff transporting one or more students in any vehicle other than a school bus must be recorded in the Student Transportation Log immediately upon completion of the trip.
- The completed Student Transportation Logs shall be submitted to the principal monthly and retained by the school for 6 years.

B. To Acquire Authorization to Transport Students:

- Provide evidence of having completed an approved defensive driving course. One such course is available through Risk Management. Records of completion for some earlier courses offered by the District are also available in Risk Management.
- Provide a copy of a current Standard First Aid card.
- Provide a current and acceptable Abstract of Driving Record.
- Provide proof of personal auto insurance if you will be driving your personal vehicle.
- Send the above documentation to Risk Management at MS 23-361 or fax 252-0708 for review. Upon approval, notice of authorization will be sent to you and to your principal or program director.

C. Insurance Guidelines:

If you are transporting students in your vehicle:

- Your personal auto insurance is the primary insurance coverage.
- If a claim is filed for more than your personal limits, Seattle Public Schools holds a non-owned auto policy that adds more than \$1 million to “sit over the top” of your personal limits.
- You may be asked to show verification of current auto coverage as mandated by state law.
- Parent/Guardian Permission Slips must be completed and identify that the student is being transported in an employee’s vehicle.
- An SPS vehicular incident reporting packet should be carried in your vehicle.

If you are transporting students in a district vehicle:

- The district carries the primary insurance.
- Any cost of repairing the district’s vehicle will be born by the department or school for whom the transportation is being conducted.
- Vehicular incident reporting packets are located in the glove compartment of the vehicle.

D. Accident Procedure if an Accident Occurs While Transporting Students:

- Stop immediately and shut off the engine. Check the scene. Take steps to avoid a second accident.
- Decide if passengers are safer inside or outside of vehicle. If staying in the vehicle is not safe, have all passengers evacuate the vehicle to a spot safely out of traffic.
- Move the vehicle off the roadway, if possible, for safety. If any injuries, death, or serious damage, do not move the vehicle unless directed to do so by a police officer.
- Activate the hazard warning lights and deploy the highway warning kit.
- Check for any injuries. Call for assistance and administer first aid, if necessary.
- Any and all accidents should be reported immediately to the program manager or principal and to district security (252-0707) within one (1) hour, unless physically unable to do so.
- A report must also be made to Risk Management (252-0710) within 24 hours. (MS 23-361)
- **Exchange basic information, however no statements should be made to anyone other than to police authorities and Risk Management.**

I have read and will adhere to the above procedures.

Employee’s Signature

Date