

# TRANSPORTATION GUIDELINES

The following information is provided to give a clear picture of the liability issues surrounding transportation of students during after school activities.

## 1. Priorities for Providing Student Transportation:

- 1<sup>st</sup> Preference: School District vehicle insurance is primary  
School vehicle with school employee as a driver  
School vehicle with private person driving (person usually qualifies thru district volunteer program)
- 2<sup>nd</sup> Preference: (Private carrier's insurance covers vehicles)  
Private Carrier such as Greyhound Buses
- 3<sup>rd</sup> Preference: (Owner of vehicle's insurance is primary)  
Advisor's Car with Advisor Driving  
Parent Car with Owner Driving  
Parent Car with Non-owner Driving
- 4<sup>th</sup> Preference: (Not recommended but sometimes necessary) (Owner's insurance is primary)

## 2. Recommendations for Team/Group Travel to Away Events:

- a. All team members go and return in school vehicles
- b. Team members can only be released to their parents at away events. Prior notification and approval of the school is desired.
- c. Coaches/advisors should have direct contact with the parents before releasing an athlete to their parents at an away event.
- d. When returning home from an away event, the coach/advisor should be the last to leave the school making sure all players have transportation home. (see section 3)
- e. If private vehicles are used, the school must affirm insurance coverage and licensed drivers are driving the vehicle.
- f. For "atypical" trips, parent permission forms are recommended prior to leaving. In addition a written supervision plan should be on file with the building administrator and information shared with students and parents ahead of time. (i.e. like a band going to a state tournament)
- g. It is recommended to cover all transportation procedures at a "preseason" or "pre-trip" meeting of coaches/advisors, players and parents to make sure everyone is informed of the transportation procedures before transportation is needed.
- h. If students drive, then permission should be obtained from the vehicle owner and from the parents of the passengers prior to any trip or movement of players. Student drivers are not recommended for any out-of-town activities or transportation. Usually student driving is limited to driving to golf courses, local practice facilities, etc.
- i. Newly licensed drivers cannot have passengers; check with the school's driver's education teacher or WSP for current guidelines and regulations.

### 3. Recommendations for Supervision of Students After Returning from An Away Trip:

- a. At the pre-season/pre-trip meeting, it should be a priority to inform parents in writing that they are responsible for providing transportation of their student home after an away trip including picking the student up in a timely manner. Schools can assist parents by setting up a telephone tree of parents and calling the initial contacts of the telephone tree from the away event with an estimated time of arrival at home.
- b. Coaches should not leave each other supervising a student in a one-on-one situation. Keep two advisors/coaches present especially if it is a mixed gender situation.
- c. Parents are encouraged to car pool if they cannot pick up their student.
- d. If a student is left at school without transportation for an inappropriate time, then the principal/AD and coach should meet with the parent the following school day to emphasize with the parent that another such late episode will cause their student to be dropped from the team as the school cannot expect to provide supervision for late arrivals.
- e. If a student is left at school, the coach/advisor is encouraged to call the parents/guardian to see when the coach can expect them to pick up their student. If no contact is made, then contact the person(s) on the emergency treatment form filled out by the student/parent (s) prior to the activity and have them transport the student.
- f. If a student is left, see if a neighbor, friend or teammates parent will take the student home.
- g. The next recommendation is to call the local police to see if they would transport the student home. Local police should be contacted to see if this could be a part of their procedure if needed.
- h. Coaches should not transport students home. This means any coach—regular full-time school employee, part-time school employee, volunteer coach. To do so is a high risk for the coach/school and the liability exposure is enormous.
- i. Sometimes in a **rare and unusual circumstance**, the coach (after completing steps a-g above) must transport a student home. If so, the following procedures are recommended:
  1. Call the coach's supervisor to tell them what the situation is and gain their approval. If possible have two adults in the car.
  2. Tell them what time it is when you leave and your destination and expected time of arrival.
  3. Call the supervisor immediately upon arrival at the destination to report the safety of the student.
- j. The following school day, the principal, athletic director and coach must meet with the parents to reaffirm if the parents chose to not abide by the team and school rules for supervision as outlined in the meeting 3 (a), then they will have chosen to remove their student from the program.

