

Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

**Administrative Procedures for Policy #5550 (Business)
Regarding Insuring Employees and Volunteers While Transporting Students in Private Vehicles**

- I. These procedures apply to personally owned vehicles driven by employees and volunteers on behalf of Calvert County Public Schools (CCPS).
- II. The following requirements have been established to encourage safe operation of vehicles and to clarify insurance issues relating to drivers and CCPS. When operating a personal vehicle for CCPS while transporting students:
 - A. All drivers must have a valid driver's license and vehicle registration, a copy of which must be provided to their direct supervisor prior to using their personal vehicle for school work or activities.
 - B. Evidence of current insurance coverage is to be provided to the direct supervisor in advance of the trip, but a copy of the driver's insurance policy declaration page or a Certificate of Insurance.
 - C. For any students being transported by a CCPS employee, the parent/guardian must provide written permission to the appropriate principal's office.
 - D. The principal/supervisor must provide permission for the employee to transport students for school business.
 - E. The driver's Personal Auto Liability insurance is the primary payer. CCPS insurance is in excess of that coverage.
- III. The driver must carry, at a minimum, the insurance limits per the State of Maryland.
 - A. CCPS is not responsible for any physical damage to the vehicle. The driver must carry collision and comprehensive coverage. The employee's insurance is considered the primary insurance.