



<i>The Classical Academy</i>	<i>Policies and Procedures</i>
Policy Name:	Volunteer Drivers of Privately Owned Small Vehicles for TCA-Sponsored Events or Activities
Policy Number:	EEA-TCA-E-2
Original Date:	11/1/2009
Last Reviewed:	10/6/2023
Category:	Support Services
Author:	Director of Academic Services
Cabinet Approval:	Director of Academic Services

The Classical Academy (TCA) will use Privately Owned Vehicles (POVs) and volunteer drivers to transport students to a TCA-sponsored event or activity only as a final option. Per Policy EEA-TCA-E-1, whenever possible, TCA should try to obtain transportation in the following order of preference:

1. TCA-owned vehicle
2. District buses or contracted transportation
3. TCA-leased or TCA-rented vehicle
4. Privately owned vehicle

TCA personnel will not organize students driving other students.

School personnel and other adult drivers may transport students in POVs to school-sponsored activities according to the rules listed below.

1. POVs may be used for student transport when approved by the TCA President or designee, and when such use is the most practical or only possible mode of transport that meets the requirement.
2. The driver must have a valid Colorado operators' license. An out-of-state license will only be accepted if the person is active military.
3. The driver must be 25 years of age or older.
4. The driver must be insured and maintain liability insurance at a minimum of \$100,000 per person/\$300,000 per accident Bodily Injury, and \$100,000 Property Damage.
5. The driver will provide completed Form EEA-TCA-F-1 Volunteer Drivers of Small Vehicles, a copy of a current driver's license, a copy of the car insurance declaration page (with coverage documented), and current insurance card to the principal or the athletic director prior to driving for the event.
6. All staff members will submit a TCA Vehicle Use Authorization Form annually in order to drive students to a TCA-sponsored event. See Policy EEBA-TCA Staff Member Vehicle Operations.
7. The vehicle must be equipped with all required safety equipment including seat belts, and all riders will use them. All safety equipment must be fully functional.
8. All trips must be made with the written approval of the school administration. Appropriate permission slips will be provided to all families participating in the event, and will state destination, use of private drivers, timeframes, and all other applicable information.
9. Drivers are personally responsible for parking citations, traffic fines, court appearances, and other personal judgments or penalties arising from their violation of traffic laws while driving as a volunteer to a TCA-sponsored event.

10. Drivers will refrain from using cell phones or other electronic devices while driving students, unless utilizing a hands-free device.
11. Drivers will refrain from operating a POV under the influence of controlled substances, alcohol, medications, or mental or physical conditions which could impair one's ability to operate the vehicle.
12. The use of tobacco products, in any form, including any type of electronic devices and vaping products is prohibited while driving students as it is a school-sponsored activity.
13. Trucks may be used only to transport equipment. It is against the Colorado Motor Vehicle Code for students to ride in open truck beds.
14. In case of an accident, the driver is the primary insured and is liable for the limits of his/her policy.
15. TCA prohibits the use of 15-passenger vans for the transportation of students or staff.
16. It is the responsibility of the staff member or volunteer to complete a Vehicle Accident Report (see Policy EEBA-TCA) within 24 hours of any accident while driving to or from a TCA-sponsored activity and to notify the principal or athletic director in charge of the event.
17. While driving as a volunteer for a TCA-sponsored activity, only TCA students, TCA staff members, and adults who have gone through the TCA volunteer approval process may be in the vehicle.
18. Someone in the vehicle shall be given and/or have access to student medical needs, first aid information, including cardiopulmonary resuscitation and universal precautions.

Any deviation from the requirements of this policy may be grounds to revoke a staff member's or volunteer's ability to drive to and from TCA-sponsored activities in a TCA-owned, TCA-leased, TCA-rented vehicles, or POV.

This TCA Policy Replaces ASD20 Policy EEA-E-2.

Cross References

ADC-TCA	Tobacco-Free School
EEA-TCA-E-1	Student and Staff Transportation
EEA-TCA-F-1	Volunteer Drivers of Small Vehicles Form
EEBA-TCA	Staff Member Vehicle Operations
IJOA-TCA	Field Trip Policy
IJOA-TCA-R	Field Trip Procedures
IJOA-TCA-1	Field Trip Form

Policy Revision History

Date	Revision Details	Revised By
4/11/2013	Reformatted policy into new template. Completed annual review and policy update.	Activities Director
6/3/2015	Updated policy to be consistent with other related policies.	Director of Academic Services
10/6/2023	Updated policy. Changed Policy EEBA-TCA to EEA-TCA-E-2 to be consistent with D20 policies.	Director of Academic Services