

	<b>NEPN Code: EEAG/STI</b>
<b>Policies and Regulations</b>	

## Support Services

### Staff Transportation of Students in Private Vehicles

#### Use of Private Vehicles for School Purposes

Southeast Technical Institute recognizes the need for STI school employees to use their own vehicles to transport students for STI purposes. To safeguard employees, and students in matters of liability, particularly as it relates to an employee transporting a student or students, the following procedures shall be followed.

1. To use a private vehicle to transport students for STI purposes, the individual must have authorization by the President or program supervisor.
2. Employees authorized to use their vehicles to transport students for STI purposes shall provide evidence of primary automobile liability coverage as required by South Dakota law. STI will provide excess coverage beyond primary automobile liability coverage. Employees who will be transporting students should contact their insurance companies, informing the agent of this transportation. If for some reason an employee's primary automobile insurance does not provide coverage, the employee will be considered insured under excess liability policy. Should an increase in premium be required for an employee to maintain his/her current level of coverage, the employee must submit written documentation of the increase in premium to the Vice President of Finance and Operations. Upon validation and approval by the Vice President of Finance and Operations, STI will reimburse the employee the cost of the increase.
3. In case of an accident, STI shall assume no liability over and above any valid or collectable insurance.
4. Mileage will be reimbursed for employees transporting students for school purposes at the established District rate. Reimbursement shall be claimed via the online in-district mileage claim form and at times specified by the Sioux Falls School District Finance Office. See Policy EEBB/STI – Use of Private Vehicles on School Business.

Related Policies: EEBB/STI – Use of Private Vehicles on School Business  
ECE/STI - ECE-R/STI – Seat Belt Use  
JJH/STI - JJH-R/STI – Student Travel

Policy  
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Board Action  
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