

[Policy Home](#)

[Section J Index](#)  
[Policy JJH](#)

**[Procedures for use of Privately Owned Vehicles](#)**

1. In all cases except medical emergencies, the use of privately owned vehicles for transportation of students must be approved in advance by the Division Office.
2. The Principal shall:
  - a. Ensure that a form TR-2: Request for Private Vehicle Use has been submitted to the Division Office.
  - b. Ensure that the driver's qualifications, license, and insurance comply with the Motor Vehicles Branch and the Division policy.
  - c. Obtain and file a photocopy of the driver's license and vehicle registration.
  - d. Ensure that all parents are advised that a private vehicle is being used as the method of transportation.
  - e. Obtain and file a list of all students and adults in each vehicle for each trip.
3. A driver of a private vehicle used to transport students must be a minimum of 21 years of age, and must be an approved chaperone.