

<b>OGDEN-WEBER TECHNICAL COLLEGE</b>	Number  520.18	Effective Date 5/19/05 Revised 5/19/05 11/4/15	Page  1 of 1
<b>POLICY</b>	Approval		
Title  <b>TRANSPORTING STUDENTS</b>			

**1. PURPOSE AND SCOPE**

The purpose of the policy is to provide guidelines for transporting currently enrolled students in College and personal vehicles.

**2. POLICY**

It is the policy of the College comply with state statute as it relates to transporting students.

**3. DEFINITIONS**

**3.1 Student:** for purposes of this policy, an individual who is currently enrolled at the College.

**4. REFERENCES**

- Utah Code Annotated, 53-8-211.5, Safety Inspection of School Buses and Other Vehicles
- Utah Code Annotated, 59-12-102, Definitions
- State of Utah, Division of Risk Management, <http://risk.utah.gov/>

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<b>PROCEDURE</b>		Approval	
Title  <b>TRANSPORTING STUDENTS</b>			

## 1. General Guidelines

- 1.1. It is expected that, when necessary and private transportation for students is not available, students shall be transported to and from College-related activities in College vehicles.
- 1.2. All employees using College vehicles, a private vehicle for College purposes, or rental vehicles for transporting students must have a valid driver's license, not be otherwise disqualified from driving College vehicles, and take and pass the defensive driving test available on the State of Utah Division of Risk Management website.
- 1.3 Employees shall attempt to arrange transportation of students in a College vehicle.
  - 1.3.1 Authorization to use College vehicles can be obtained through the Facilities Department.
  - 1.3.2 College vehicles are insured by State Risk Management.
  - 1.3.3 Employees shall not transport more students than the seat belt capacity of the vehicle can accommodate.
  - 1.3.4 Students under the age of 18 may not be transported in 12- or 15 passenger vans. If 12- or 15-passenger vans are used for transporting students over the age of 18, the state of Utah van protocols must be followed.
  - 1.3.5 Use of 12- or 15-passenger vans requires additional training prior to employees being authorized to drive such vehicles.
- 1.4 If a situation arises in which students cannot be transported in a College vehicle (e.g., vehicle unavailability), employees may choose to transport the student in a private vehicle.
  - 1.4.1 Approval to transport students in a private vehicle must be granted by a director.
  - 1.4.2 Employees must provide their directors with verification that they have passed the State Risk Management defensive driving test and proof of private insurance. The minimum required coverage amounts are the current Utah minimum legal requirements. However, employees using their own private vehicle are encouraged to have more than minimum insurance coverage as there may be situations where no other insurance is available to protect the employee.

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**1.4.3** If employees choose to transport students in a private vehicle, their personal insurance company is the primary liability insurer. State Risk Management may be the secondary liability insurer but will only cover liability above and beyond the employee's insurance limits. State Risk Management does not provide any coverage for damage to the vehicle itself.

**1.4.4** The transportation of students under the age of 18 is discouraged. Employees are also highly discouraged from transporting a single student, e.g., one student and one employee together. If students under the age of 18 are transported in private vehicles, the guidelines from the State of Utah Division of Risk Management should be followed including background checks and obtaining informed consents (see attached form).

**1.5** Insurance coverage is provided for employees using a rental vehicle booked through the state's travel department. Employees who rent a vehicle at their own expense and transport students in the vehicle assume liability through their own insurer or the rental car company's insurer, if coverage was purchased.

**1.5.1** If a rental vehicle is used to transport students, all of the above requirements should be observed including approval to transport students by a director, not transporting minor students if possible, and compliance with the guidelines from the State of Utah Division of Risk Management including background checks and obtaining informed consents.

**1.6** Employees shall not direct students to transport other students or arrange for student transportation other than as stated in this policy