

SECTION: Personnel Policies and Procedures / General Personnel Policies and Procedures
SUBJECT: Student Transportation in Private Vehicles
SOURCE REFERENCE: GSCC Internal Policy

NUMBER: F/8.15

Student Transportation in Private Vehicles

Policy

Employees of Gadsden State Community College (hereinafter the "College") shall, unless otherwise expressly approved, only transport College students utilizing College owned vehicles for official school related activities or field trips that have received prior approval by their immediate supervisor. Official school related activities **do not** include personal student trips for shopping, routine medical visits, church services, social functions, community projects, or activities merely incidental to the student's academic obligations.

Use of Private Vehicles-Official Purpose

The College recognizes that, in special circumstances, when College vehicles are not available, College employees may need to use private vehicles for official College purposes. The employee's immediate supervisor or designee must authorize the transportation of students for official activities or field trips in private vehicles for any of the following purposes:

1. To transport a student or students to a hospital or other medical facility, in the event of a medical emergency; and/or
2. To transport a student or students to College-sponsored events when regular College owned vehicle transportation is unavailable.

When this occurs, employees and students are required to complete a *Private Transportation Release Form*. (See *Form F/8.15-A*)

In the event of an emergency, employees should first call 911. To the extent possible, transportation for the student should be provided through 911. The College assumes no liability for any damages for any personal injuries or property damage arising from use of an Employee's private passenger vehicle.

Insurance and Registration

When College vehicles are not available and the employee uses their personal vehicle, the College assumes no responsibility for the student(s) and the employee's personal insurance will be considered the primary insurance.

The private vehicle shall be operated at all times by an Employee with a valid and unrestricted driver's license.

The vehicle used for the transportation of students shall be insured for a minimum of the insurance requirements provided under current Alabama law.

The vehicle shall be operated at all times in accordance with the laws, rules and regulations pertaining to the operation of a motor vehicle under the Laws of the State of Alabama.

The vehicle used to transport students shall be registered as a passenger vehicle only.

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Use of Private Vehicles-Unofficial Purposes

The College does not provide personal transportation services, as a part of its tuition or student fees and each student is responsible for their own personal transportation. Students should utilize publicly available means of transportation and not depend upon College personnel for such services.

The College shall not be responsible for any liability or damages arising out of the operation of a private vehicle to transport a student.

Miscellaneous

For further guidance, please refer to Section K1.1, Accidents and Accident Reporting, and Section M1.5, Field Trip Policy of the Employee Handbook.

Employees found in violation of this policy will be subject to disciplinary action in accordance with the Employee Conduct Code as stated in the *Employee Handbook* and Alabama Community College System Board of Trustees Policies.