

From time to time it may be necessary or expedient to have employees transport students and other employees to school-related events in a private vehicle. In order to ensure that students and employees are safe, the Director shall ensure that all employee drivers meet appropriate standards.

Any employee transporting Next Charter School employees or students has a heightened duty to protect those individuals under his/her care. This includes, but is not limited to, safe and legal operation of the vehicle, adequate supervision of students, and removal of any personal effects which might be inappropriate and/or dangerous. The employee is responsible for ensuring that all students he/she transports have obtained appropriate authorization from a parent or guardian. An employee transporting students and/or employees must have a valid driver's license and a clean driving record. The employee shall conduct a safety check of the vehicle before operation to ensure that it is in good working order. The Director may inspect the driving record of employees who transport students as needed. Employees must disclose to the Director any misdemeanor or felony vehicular charges (not traffic infractions), even those not leading to conviction.

Use of a Next Charter School Vehicle

Any vehicle that is owned or leased by Next Charter School is property of the school and must be treated with the care and attention afforded all other property and possessions of the organization. Employees using this vehicle agree to use it only for school-related purposes and only with the approval of the Director.

Use of a Personal Vehicle

Any employee that drives on school business in his/her personal vehicle must obtain permission from the Director at least 1 week prior to the date of the trip. The employee acknowledges that insurance coverage follows the vehicle ownership. The employee must provide proof to the Director of an auto liability insurance policy of not less than \$300,000 Combined Single Limit for the vehicle to be driven before any trip is approved. If an employee is involved in an accident while using his/her personal automobile on business for Next Charter School, the employee's personal auto policy will respond on his/her behalf. Next Charter School's insurance coverage will respond on behalf of Next Charter School, in the event that litigation is directed at the organization. Next Charter School includes excess liability coverage for employees in the event that their personal auto liability limits are exhausted. The organization's insurance company will also pay up to \$500.00 of the personal automobile deductible for the employee on official duty.