

**Administrative Guidelines
Transporting Students in Private Vehicles
Wrightstown Community School District**

Private vehicles may be used to transport students to and from school or a school activity under the following conditions:

1. Insurance Coverage - the vehicle operator must show proof of insurance coverage.
2. Driver Information Forms - will be available from building principals or the district administrator. The following information must be provided before transporting students:
 - a. Name of driver
 - b. Name of passengers
 - c. Destination
 - d. Date and time of departure
 - e. Date and time of return and valid driver's license number
3. Operator Requirements - the operator must:
 - a. Possess a valid Wisconsin's operator's license or a valid operator's license issued by another jurisdiction.
 - b. Be at least 21 years of age.
 - c. Not have been convicted of any of the driving offenses within the past 24 months.
4. Seating Arrangements - A vehicle may not be used to transport more persons than can be seated based on the manufacturer's recommendations on the permanently mounted seats without interfering with the operator. The operator will make sure all passengers are properly restrained with a safety belt before operating the vehicle.
5. Supervision - Passengers shall be under the immediate supervision of a competent adult.