

MEMO

To: Volunteer Drivers Choosing To Transporting Students In Personal Vehicles

From: Michael Brannon, Assistant Superintendent of Operations

Date: October 13, 2006

The Board Of Education wishes to advise all volunteer drivers transporting students in their personal vehicles that they may be doing so at increased risk of personal liability. Volunteer drivers are encouraged to contact their insurance agent to ensure they are comfortable with the insurance coverage in place at the time you anticipate driving to the event. Please be advised that an employee who voluntarily chooses to transport a student(s) in his/her personal vehicle may be doing so outside of the scope of their employment.