

**LEYTON PUBLIC SCHOOLS  
BOARD OF EDUCATION POLICY #4064**

**Transporting Students in Private Employee Vehicles**

Student transportation will generally be provided by the school district in school-owned vehicles. School employees may transport students in private vehicles for school purposes in non-emergency situations when all of the following conditions are satisfied:

- The school employee must possess and provide a copy of a valid drivers' license to the superintendent or his or her designee.
- The school employee must provide proof of automobile insurance coverage to the superintendent or his or her designee.
- The vehicle must be in good and safe operating condition and meet any applicable safety standards.
- All students must use a seat belt, safety seat, or booster seat.
- The student's parents must provide permission to the superintendent or his or her designee.
- The school employee must receive permission from the school administration.

A school employee may transport a student in the case of an emergency. If an emergency occurs, the employee will contact the administration and parents whenever practicable before providing the emergency transportation.

Adopted: January 10, 2022  
Reviewed on: January 12, 2026