



Student Transportation Policy

The safe operation of motor vehicles is very important at FCMS. The following shall apply to all persons operating school vehicles or operating their own vehicles to transport students for any reason or for school business:

1. Fort Collins Montessori School reserves the right to order and review employee and volunteer Motor Vehicle Records as part of their standard background check policy. These reports are subject to Fort Collins Montessori's commercial auto policy underwriting guidelines, established by the insurance carrier during the applicable coverage period.
2. Employees or volunteers must have a valid driver's license at all times when operating a school vehicle, or their own personal vehicle when used for student transportation or school business.
3. All employees or volunteers must provide Fort Collins Montessori with a copy of their current Automobile Liability insurance showing proof of compliance with the minimum statutory limits required by Colorado, a copy of their current driver's license, and the attached waiver signed and dated.
4. Seatbelts are an essential element of our driver safety policy/procedures. All employees and volunteers must wear seatbelts while transporting students and must make sure that students are wearing seatbelts. No child under the age of 12 should be placed in the front seat due to the passenger side airbag. Child safety seats or booster seats must be used in accordance with Colorado state law. All vehicles are subject to a visual inspection for safety.
5. If an employee or volunteer is driving their own personal automobile for business use on behalf of the school, their personal automobile insurance will act as the primary insurance for damages related to an accident. If the employee or volunteer's own personal insurance limits have been exhausted, the school's automobile insurance would respond on an Excess basis for damages related to a 3rd party. Fort Collins Montessori School is not liable for collision damage on an employee or volunteer's vehicle. Evidence of this insurance as well as a copy of the employee's or volunteer's current motor vehicle report must be kept on file and updated upon insurance and license renewals.
6. Staff and volunteers will ensure that Field Trip Permission Slips have been signed for each child participating in the excursion and that copies of these documents are on file in the School Office. The forms required to be taken on every trip include: signed permission form, a copy of the students' emergency card, all medication permissions as applicable, and emergency contact information.

7. When not in the driver's seat, the drivers shall place the vehicle in park, set the parking brake, turn off the engine, and remove the ignition key.
8. Drivers will not leave students unattended in or out of the vehicle for any length of time.
9. Drivers will only use their cell phones when the car is parked.