

Transportation for School Sponsored Activities and Athletics

Transportation should be considered as part of planning any off-site school sponsored activity, including athletic practices, games, tournaments, competitions, and field trips.

From a risk management perspective, schools should provide school arranged transportation for students whenever practical. This helps the school manage supervision, vehicle safety, driver qualifications, and consistent travel expectations.

We recommend schools avoid:

- Directing students to drive themselves to participate;
- Allowing students to transport teammates or other students;
- Relying on coaches, staff, or volunteers to transport students in personal vehicles; and
- Leaving transportation arrangements to informal carpools or last-minute decisions.

When planning an off-site activity or athletic event, schools should clearly identify how students will be transported, who is responsible for supervision, and how students will be released after the activity.

When school arranged transportation is not available, schools should have a clear, consistent process for parent/guardian transportation and should avoid transportation arrangements being made informally.

The use of employee or volunteer personal vehicles, including vehicles driven by coaches, should be limited. If a school determines that this type of transportation is necessary, we recommend that the arrangement be approved in advance and follow the school's transportation and volunteer procedures. This should include appropriate background checks for volunteer drivers transporting students other than their own child, driver's license and insurance verification, parent/guardian authorization, and steps to avoid one-on-one transportation of a student by an employee or volunteer whenever possible.

Schools may also utilize VSBIT's [Employee Volunteer Driver Checklist](#) and [Employee Volunteer Use of Personal Vehicles](#) when reviewing or approving these arrangements.