

Privately Owned Vehicle Policy

For Hope Academy Parents, Coaches and Staff

Policy overview:

This Hope Academy policy for privately owned vehicles gives guidelines to Hope Academy Parents, Coaches and/or staff for using a personal, privately owned vehicle to transport (non-related) students to and/or from sanctioned Hope Academy events or school.

Qualifying for driving a privately owned vehicle:

To be eligible to transport Hope Academy students to and/or from sanctioned Hope Academy events and/or school, adult drivers must have a copy of their current driver's license on file with the school as well as a copy of proof of insurance for their personal vehicle. Please note that all adult drivers must have a valid driver's license and a clean driving record free of DUIs for 8 years to be eligible to transport (non-related) Hope Academy students.

Hope Academy will, at least annually, perform a vehicle records check on all individuals who will be driving school vehicles. In addition to DUI's, certain violations including, but not limited to, moving violations will result in the suspension of the privilege of driving school vehicles.

Hope Academy's vehicle rules for adults using a privately owned vehicle to transport Hope Academy (non-related) students:

- Obey traffic laws in your jurisdiction and be courteous toward other drivers.
- Report to Hope Academy, changes to your driver privileges, such as driver's license suspension, immediately.
- Do not drive while intoxicated, fatigued, or on medication that affects your driving ability.
- Do not smoke while operating or inside your vehicle with non-related students.
- Do not hold a phone or text while driving. Do not eat while driving.
- Do not allow unauthorized drivers to drive your vehicle unless required by an emergency.
- COVID specific driving protocols: All drivers and passengers must wear a mask while in the vehicle. All personal vehicles, when used to transport non-related students, must be filled to no greater than 50% capacity.

Accidents:

- Contact emergency services as applicable.
- Contact your insurance provider.
- Follow legal guidelines for exchanging information with other drivers and report the accident to local police if required.

Hope Academy responsibilities:

- Retaining a copy of your driver's license and proof of insurance
- Looking up your driving record on a public search site for any DUIs or background check information that would result in ineligibility to drive non-related students.

What Hope Academy is not responsible for:

- Paying fines drivers receive while transporting non-related students in their personal vehicles while driving non-related Hope Academy students to and/or from sanctioned Hope Academy events and/or school.
- Making bail for drivers who are arrested while transporting non-related Hope Academy students to and/or from sanctioned Hope Academy events and/or school.

I understand the above policy and I agree to abide by all rules within the policy.

Printed First and Last Name

Signature

Date