

	POLICY		Motion No.	AASS 1007-2021
	Student Transportation		Effective Date	04/20/21
			Responsible Department	Academic Affairs/Student Services
			Attorney Review / Date	[Attorney Name] [Date]

This policy sets institutional requirements for the transportation of Pennsylvania Highlands Community College students and employees.

College employees shall not transport Pennsylvania Highlands Community College students in their personal vehicle for any reason or under any circumstance. Lack of compliance can lead to the College employee being personally responsible for any personal injuries or vehicle damage that occurs as the result of an incident or accident.

College employees also shall not arrange or coordinate student carpooling. In instances where events or activities are planned, participating students shall be advised to make independent arrangements for transportation.

In certain instances, such as for athletic events or academic field trips, the College may permit the transportation of students in College-owned or leased vehicles. All such trips must receive prior approval from a member of President's Cabinet.

Should an incident or accident with injuries occur during an approved trip, the first line of insurance coverage will be the injured individual's personal medical insurance and the second line of coverage will be the College's auto insurance policy.

Effective Date	Motion Number	Document Author	Description of Change
04/20/2021	AASS 1007-2021	President/Cabinet	Clarifications made and removal of language regarding employee approval for driving College vehicles
07/11/2017	N/A	Human Resources	Reference to Motor Vehicle Record Evaluation Procedures added
12/21/2010	AASS 1020-2010	Academic Affairs/ Student Services	Initial Release