

Business/Non-Instructional Operations

Use of Privately Owned Vehicles in Connection with CREC Functions

The CREC Council recognizes the need for some school employees to use their own vehicles while conducting business on behalf of CREC. To safeguard CREC and its employees in matters of liability, the following policy shall be observed:

1. CREC employees are forbidden from transporting or permitting students in employee vehicles while they function in the capacity of a CREC employee.
2. Prior to the use of their vehicle in performance of CREC business, employees shall provide the Executive Director or designee with: (1) evidence of valid driver's license; (2) Copies of the valid current registration for the vehicle and valid insurance. This documentation will be maintained at the division/school level and updated whenever necessary, but not less frequently than annually.
3. It is the employee's responsibility to obtain and maintain appropriate coverage on their vehicle.
4. Students shall never be required, requested or directed by a CREC employee to use their own vehicle, an employee's vehicle, a CREC-owned vehicle, or any other vehicle to complete any task.

Policy adopted: June 14, 2004
Revised: June 20, 2007
Revised: June 17, 2009
Revised: April 20, 2022

CAPITAL REGION EDUCATION COUNCIL
Hartford, Connecticut