

USE OF PRIVATELY OWNED VEHICLES

The Business Administrator or in the absence of the Business Administrator, the Superintendent, may supplement the transportation resources of the District by identifying qualified school personnel who are willing to provide transportation for District pupils to and from school-related activities or when the need arises in emergency situations between school and home.

Emergency situations are those which reasonably require transportation by private vehicle in order to ensure the health, safety and well-being of the student(s). In such situations, transportation by private vehicle shall not occur unless permission has first been obtained by the employee's supervising administrator, the Business Administrator, or the Superintendent, unless circumstances are so grave as to prevent this from happening. In such event, the driver shall report the event as soon as practicable to the appropriate administrator,

Nothing contained in this Policy shall be deemed to authorize the transportation of students to-and-from non-school related activities, except in an emergency situation, as set forth above. Any employee who elects to do so acts at his/her own risk.

Qualifications shall include:

1. A valid New Jersey driver's license, a copy of which shall be submitted to the School Business Administrator;
2. A private passenger vehicle of 8 or fewer capacity, with a current New Jersey or other inspection sticker, a copy of the valid vehicle registration shall be submitted to the School Business Administrator; and
3. Evidence of a certificate of insurance specifying \$100,000 per person/\$300,000 per accident and \$50,000 property damage or \$300,000 single limit coverage, a copy of the valid insurance identification card shall be submitted to the School Business Administrator.

In determining the appropriateness of utilizing private vehicles, the Business Administrator shall consider the following:

1. District approval of activities involved;
2. District determination of drivers and assignment of students to them;

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3. Student safety in pick-up, transit, use of safety belts and drop off;
4. Adequate supervision of students at the activity.

Groups of pupils too small to make economical use of school buses may be transported in privately owned passenger vehicles driven by qualified school personnel in accordance with the provisions of this Policy.

Transportation of Pupils by District Personnel as Part of Assigned Duties

A card shall be kept on file in the School Business Administrator's Office for each employee who transports pupils in a passenger vehicle as part of his/her assigned duties. Information on the card shall include:

1. Name, address, home phone number;
2. Driver's license number and statement that the driver has received no moving violations;
3. Make, model, year and mileage of car to be used;
4. Insurance coverage and name of carrier.
Evidence of a certificate of insurance specifying \$100,000 per person/\$300,000 per accident and \$50,000 property damage or \$300,000 single limit coverage, a copy of valid insurance identification card shall be submitted to the School Business Administrator.

Selection of Volunteer and Assignment of Pupils

Selection of the volunteer drivers for an activity or trip will be done by the administrator in charge of the trip or activity. Only volunteer drivers who have submitted the necessary credentials and information and have been approved by the School Business Administrator may be used for the purpose of transporting students.

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The assignment of pupils to the volunteer drivers will be done by the administrator in charge of the trip or activity.

Approval of Activities; Supervision of Pupils at Activities

- A. When the pupils will become part of a larger group on arrival at their destination, the driver will deliver them to the faculty member or other chaperone in charge, who will be responsible for the pupils at the activity. If the driver is one of the faculty members or chaperones, he/she will assume those duties upon joining the group.
- B. When the driver is the sole adult, he/she shall remain with the group for the entire period.
- C. In transit, the driver shall keep the doors locked and the windows at a safe level. All pupils shall use seat belts. General rules of conduct will be those of the district's regular policy on bus conduct.
- D. Upon leaving the activity, the driver shall be sure he/she has all of the same children he/she started with. At activities where faculty and chaperones are in charge of a large group, the faculty member in charge shall be responsible for ensuring that all pupils are accounted for at the time of departure.

Reimbursement

All tolls for highways, bridges, tunnels, etc. will be reimbursable upon presentation of a receipt. Parking charges are reimbursable on presentation of either the lot ticket or a voucher, if a meter was used. The district will not reimburse for mileage on volunteer trips.

First reading: October 27, 2008

Second reading: November 10, 2008

Legal References:

N.J.S.A. 18A:16-6 Indemnity of Officers and Employees
N.J.S.A. 18A:39-20.1 Small Vehicle Transportation of Pupils
N.J.A.C. 6:A:27-7.4: 7.6