

TRANSPORTATION BY PRIVATE VEHICLE (M)

8660 TRANSPORTATION BY PRIVATE VEHICLE (M)

The Somerset Hills School District Board of Education authorizes transportation of pupils by private vehicle between the school and a school activity approved by this Board in accordance with this policy. In recommending arrangements for pupil transportation to and from school related activities, the Principal will consider the type of activity, the total number of pupils involved, and the availability of appropriate vehicles. Groups of pupils too small in number to make economical use of district paid transportation may be transported in privately owned passenger vehicles driven by parents or legal guardians.

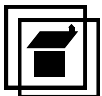
Transportation by Volunteer Drivers

Qualifications shall include:

- Evidence of a valid New Jersey's drivers license with no convictions for moving violations within the past year.
- Evidence of a valid insurance policy with liability insurance coverage in the amount of \$100,000 per occurrence/\$300,000 aggregate, and \$100,000 property damage.
- Evidence of valid New Jersey vehicle registration.
- A private passenger vehicle must be owned by the approved driver or the spouse of the approved driver, and have the capacity to hold eight or fewer passengers.
- No person shall be approved for the transportation of pupils in private vehicles who is not the parent(s) or legal guardian(s) of a pupil enrolled in the district.

Volunteer Driver Pool

- Each school year, the Principal/designee may distribute an application form on which parent(s) or legal guardian(s) can indicate willingness to provide school-related transportation.
- Volunteer drivers shall complete the Application to use Privately Owned Vehicles for Pupil Transportation, which includes the following:
 - Driver's name, address, and phone number



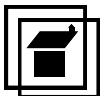
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- Driver's license number and statement that the driver has received no moving violations for the previous one year
- Make, model, and year of car to be used.
- Insurance company and policy number
- Hours during which the parent(s) or legal guardian(s) would generally be available.
- Driver's signature
- Completed application forms are to be returned to the Principal's office and forwarded to the School Business Administrator/Board Secretary.

Approval for Use of Privately Owned Vehicles for a School Related Activity

Parent(s) or legal guardian(s) must be on the district's approved volunteer driver list and must follow the outlined procedure for each school related activity:

- Submit to the Principal/designee five days in advance the completed Request for Approval to Use Privately Owned Vehicle form, which will be forwarded to the School Business Administrator/Board Secretary:
- This form shall include the following:
 - Driver's name, address, and phone number
 - Date, time, and reason for transportation
 - The locations from which and to which pupils will be transported.
 - Names of the pupils to be transported.
 - Driver's signature



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Parental/Legal Guardian Permission

- Parent(s) or legal guardian(s) of transported pupils will be notified in advance that transportation is to be provided by parent or legal guardian volunteers.
- Parent(s) or legal guardian(s) of transported pupils must submit, in advance, a signed permission/release form that will indicate consent and hold The Somerset Hills School District harmless in the event of a motor vehicle accident.

Supervision of Pupils

- Drivers are to immediately report pupil misconduct to the staff member supervising the activity, who will be responsible for reporting this to the Principal/designee.
- Upon arrival at the destination, the driver will deliver pupils to the staff member in charge, who will be responsible for the pupils at the activity. If the driver is one of the chaperones, he/she will assume those duties upon joining the group.

Note: All forms can be obtained from the Principal/designee.

N.J.S.A. 18A:16-6; 18A:25-2; 18A:39-20.1
N.J.A.C. 6A:27-7.6; 6A:27-7.7

Adopted: 1 October 2008
Revised: 9 June 2010

