

USE OF PRIVATE VEHICLES TO TRANSPORT STUDENTS

1. Use of private vehicles for transportation of students on field trips, athletic events, or other school functions, must have prior authorization by the building administrator or his/her designee.
2. Any employee or private citizen using his/her own vehicle or a rented vehicle to provide school-authorized student transportation, must have automobile liability insurance of not less than \$150,000/\$300,000. (See Volunteer/Private Carrier Authorization form).

A certificate of insurance, or a copy of the driver's insurance policy, must be on file at the school. The school district will maintain liability insurance, which will be in excess of the owner's primary insurance for authorized student transportation.

3. A person under contract to transport one or more students to school, on field trips, to athletic events, or other school functions, must have a valid School Bus Driver Certificate from the Department of Safety. This person's vehicle must be approved by the New Hampshire Department of Safety as meeting all applicable school bus safety standards. (Parents transporting their own children are exempt from this requirement.) The person under contract to transport students must have a \$1,000,000 liability insurance policy and maintain this coverage for the duration of the contract.
4. Those providing transportation on an incidental basis, i.e. not specifically as part of a contract to transport, must have a valid driver's license, and a vehicle, which has a current New Hampshire inspection sticker. A school bus license is required for any vehicle that has a vehicle rated capacity of ten (10) or more.
5. The school board specifically forbids any employee to transport students for school purposes without prior authorization by the building administrator or his/her designee. All employees who regularly transport students must have a School Bus Driver Certificate.
6. No student shall be sent on school errands using any automobile.
7. Reimbursement for use of private vehicles may be made, but only if the employee, or other person, has prior approval from the business administrator.

Volunteer/Private Carrier Authorization Forms are available at the school office.

Legal References:

RSA 259:7, *Words and Phrases Defined: Bus*
Policy IJOC, *Volunteers*

Adopted 2002
Revised 2010

