

PRIVATELY OWNED VEHICLES

In recommending arrangements for pupil transportation to and from school-related activities, the Superintendent shall 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 Type I or Type II vehicles may be transported in privately owned passenger vehicles driven by qualified school personnel, state employees and parents/guardians.

Transportation by Volunteer Drivers

The Superintendent, in cooperation with the Transportation Coordinator, shall supplement the transportation resources of the district by identifying qualified school personnel, state employees and parents/guardians who are willing to provide transportation for district pupils to and from school-related activities.

Qualifications shall include:

- A. A valid New Jersey driver's license with no convictions for moving violations within the last three years;
- B. A private passenger vehicle of eight or fewer capacity, with a current New Jersey inspection sticker; and
- C. Evidence of at least the statutorily required insurance coverage.

The Superintendent, in cooperation with the Transportation Coordinator, shall develop and the Board shall adopt detailed regulations to ensure:

- A. District approval of activities involved;
- B. District determination of drivers and assignment of pupils to them;
- C. Pupil safety in pickup, transit and drop-off;
- D. Adequate supervision of pupils at the activity.

Transportation of Pupils by District Employees as Part of Assigned Duties

District employees who transport pupils in a private vehicle during working hours as part of their assigned duties shall:

- A. Have a current New Jersey driver's license with no convictions for moving violations within the last one year;
- B. Use a privately owned passenger vehicle of eight or fewer capacity with evidence of at least the statutorily required insurance coverage. The vehicle must have a current inspection sticker;
- C. Conform to all safety practices set forth in the regulations to this policy.

A card shall be kept in the Superintendent'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:

- A. Name, address, home telephone number;
- B. Driver's license number and statement that the driver has received no moving violations;
- C. Make, model, year and mileage of car to be used;
- D. Insurance coverage and name of carrier (copy of insurance card requires).

Implementation of this section shall be in conformity with applicable negotiated agreement.

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Approval of Activities; Supervision of Pupils at Activities

- A. Board approval is required of all regularly scheduled away-from-school activities where transportation is provided by volunteer or assigned district personnel.
- B. The application for Board approval shall include the activity location, the number of pupils, the type of vehicle, and the number of chaperones that will be needed.
- C. Supervision of pupils at activity :
 - 1. When pupils will become part of a larger group on arrival at the destination, the driver will deliver them to a 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 on joining the group.
 - 2. When the driver is the sole adult, he/she shall remain with the group for the entire period.

Reimbursement

All tolls for highways, bridges, tunnels, etc., will be reimbursable on 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 reimburse for mileage on volunteer trips.

Legal References:

<u>N.J.S.A.</u>	18A:11-1	General mandatory powers and duties
<u>N.J.S.A.</u>	18A:16-6	Indemnity of officers and employees against civil actions
<u>N.J.S.A.</u>	18A:3920.1	Transportation to and from related school activities in private vehicle with capacity of 8 or less; authorization of qualified school personnel
<u>N.J.A.C.</u>	6:21-10.4	Transportation to elated activities

Cross References:

5020	Role of parents/guardians
5131.1	Bus conduct
6145	Extracurricular activities
6145.1 / 6145.2	Inter-mural competition; interscholastic competition
6153	Field trips

* Indicates policy is included in the Critical Policy Reference Manual

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