

**Use of Private Vehicles to Transport Students**

Any use of private vehicles to transport students to or from school, field trips, athletic events, or other school functions, must have prior authorization by the Superintendent or her/his designee. The Board specifically forbids any employee to transport students, except their own children, for school purposes without prior written authorization by the Superintendent or her/his designee. Individuals providing unauthorized student transportation are acting outside the scope and course of their duties, and therefore, do so at their own expense and liability.

Any employee or private citizen over 21 years of age using their own or a rented vehicle to provide school-authorized student transportation must carry and provide proof of automobile liability insurance of not less than \$500,000 Combined Single Limit. The District's liability insurance, if applicable to an incident, would be in excess of the owner's primary insurance for authorized student transportation.

Persons providing transportation on an incidental basis, i.e., not specifically as part of a contract to transport, must have a valid driver's license. The vehicle used must have a valid registration and inspection sticker, and must be otherwise compliant with applicable state and federal law. A commercial license is required for any vehicle that has a capacity of 16 or more. All vehicles must be in good working order, and shall at all times be operated lawfully and in a manner that safeguards the health and wellbeing of student passengers. Persons transporting students must exercise sound judgement and behave responsibly. They shall abide by District rules and policies; for example, policies prohibiting harassment, discrimination and bullying.

Mileage reimbursement for use of private vehicles may be available at a reasonable rate determined by the District, but only if the employee or other person has obtained prior approval of the Superintendent or designee.

Persons or companies under contract with the school district to provide school transportation services must have a valid School Bus Driver Certificate/License in accordance with applicable rules and laws. All vehicles 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 these school bus safety standards per Department of Safety.

The Superintendent or designee, in his or her sole discretion, may waive any aspect of this policy to ensure continuity of operations provided the waiver would not result in a violation of law.

*Legal References:*

*New Hampshire Code of Administrative Rules Section Saf-C 1304.05, Exemption From School Bus Driver's Certificate*

Approved: 02/07/17