

TRANSPORTATION BY PRIVATE VEHICLE (M)

The Board of Education authorizes the transportation by private vehicle of pupils of this district between the school and a school activity approved by this Board in accordance with this policy.

Any such transportation must be approved in advance and in writing by the Principal. The writing must set forth the date, time, and reason for the transportation; the places from and to which pupils will be transported; the name and address of the driver; the names of the pupils to be transported; a brief description of the transportation vehicle; and the signature of the driver. The parent(s) or legal guardian(s) of a participating pupil will be given, on request, the name of the driver and the description of the vehicle.

No person shall be approved for the transportation of pupils in a private vehicle who is not an employee of this Board or the parent(s) or legal guardian(s) of a pupil enrolled in this district and the holder of a currently valid license to operate a motor vehicle in the State of New Jersey.

The Board of Education authorizes the following school personnel to transport students in an emergency situation without following the approval process described in the previous paragraph:

- Superintendent of Schools
- Building Principals and Vice Principals
- School Counselors
- School Nurses
- Child Study Team Director
- School Social Worker

The personnel listed above must submit a copy of their current driver's license and insurance card to the Business Administrator on an annual basis. The District reserves the right to request a DMV abstract on a periodic basis.

No person shall be permitted to transport pupils who has been convicted of a moving vehicle violation within the period of three calendar years immediately preceding the request for transportation approval.

The Board may withdraw the authorization of any private vehicle driver.

Any private vehicle used for the transportation of pupils must be owned by the approved driver or the spouse of the approved driver; have the capacity to hold not more than eight



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persons; and must conform to registration, inspection, and insurance requirements of the State of New Jersey for privately owned vehicles. Seat belts shall be worn by the driver and the passengers while the vehicle is in motion. No vehicle may be used to transport more persons than its normal load capacity.

The responsibility of teaching staff members for the discipline and control of pupils will extend to their transportation of pupils in a private vehicle. Drivers who are not teaching staff members are requested to report pupil misconduct to the building principal.

Expenses incurred by drivers of private vehicles in the course of transporting pupils will be reimbursed by the Board at the approved mileage rate and upon presentation of evidence of costs for tolls and parking fees.

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:	18	January	1996
Revised:	19	April	2012

