



POLICY

**Haddonfield
Board of Education**

OPERATIONS

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8660 TRANSPORTATION BY PRIVATE VEHICLE

The Board authorizes the Superintendent to provide for pupil transportation to and from school-related activities. The type of activity, the total number of pupils involved, and the availability of appropriate vehicles shall be considered. Groups of pupils too small in number to make economic use of Type I or Type II vehicles may be transported in privately owned passenger vehicles driven by qualified school personnel, state employees, and parent(s) or legal guardian(s).

District employees may transport pupils in private vehicles during working hours as part of their assigned duties. District transportation resources may be supplemented by state employees and parent(s) or legal guardian(s) who are willing to provide transportation for district pupils to and from school-related activities.

All such drivers who transport pupils in a private vehicle shall:

1. Possess a current New Jersey driver's license with no convictions for moving violations during the last twelve months;
2. 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 and operable safety belts for all passengers;
3. Conform to all safety practices set forth in the regulations to this policy.

The Superintendent shall develop procedures to ensure:

1. District approval of activities involved;
2. District determination of drivers and assignment of pupils to them;
3. Pupil safety in pick-up, transit, and drop-off; and
4. Adequate supervision of pupils at the activity.

Each school year, Building Principals may recruit, as needed, district employees and parent(s) or legal guardian(s) who are willing to provide school related pupil transportation through use of their privately owned vehicles.

Drive pool volunteers shall receive copies of Board policy and procedures and a district Permit Form for completion. The Principals, at their discretion, shall request verification of the information provided by the driver on the permit form. For example, a copy of the driver license, insurance card, or insurance policy can be requested. The driver's liability coverage shall be equal to or above the New Jersey statutory minimum level.

For permit approval, the driver shall have received no points for moving violations during the past twelve months.



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Upon verification of the above requirements, the principal will approve and sign the permit form, retain the original on file in the school office, and give a copy to the volunteer driver.

When circumstances make it too costly or impractical to procure an official vehicle to transport pupils, volunteers from the approved school driver pool may be sought by the Principal.

Supervision of pupils at activity

1. When the pupils will become part of a larger group on arrival at their destination, the driver will deliver them to the 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, they will assume those duties on joining the group.
2. When the driver is the sole adult, they shall remain with the group for the entire period.

Pupils must be informed that the driver has the same authority over them as a member of the teaching staff, and that appropriate penalties will be imposed for infractions of the district's code of conduct or pupil discipline policy.

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

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