

**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 his/her designee. The Board specifically forbids any employee to transport students, except the teacher’s own children, for school purposes without prior written authorization by the Superintendent or his/her designee. Individuals providing unauthorized student transportation do so at their own expense and liability.

Any employee or private citizen using their own or a rented vehicle to provide school-authorized student transportation must have automobile liability insurance of not less than \$500,000 Combined Single Limit and provide a Certificate of Insurance naming the District as an Additional Insured. The District will maintain liability insurance, which will be in excess of the owner's primary insurance for authorized student transportation.

Persons 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. If operating a vehicle owned by a contracted carrier of passengers and designed to transport 16 or more passengers (including the driver), the provisions of Policy EEAE apply in place of this paragraph. Parents transporting their own children are exempt from this paragraph, per Department of Safety regulations.

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, and the vehicle used must have a current New Hampshire registration and inspection sticker. A commercial license is required for any vehicle that has a capacity of 16 or more.

No student shall be sent on school errands using any automobile. No student will transport another student for school authorized transportation.

Reimbursement for use of private vehicles may be made, but only if the employee or other person has prior approval of the Superintendent or designee.

**Legal References:**

N.H. Code of Administrative Rules, Saf-C 1304.05, Exemption From School Bus Driver's Certificate  
 RSA 376:2, VII, Definitions (Motor Carriage of Passengers)

***Legal References Disclaimer:*** *These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

First Reading:	March 5, 2013
Second Reading:	April 9, 2013
Return to Second Reading:	April 30, 2013
Return to Second Reading:	May 14, 2013
Return to Second Reading:	May 28, 2013
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First Reading:	January 9, 2019
Second Reading:	January 23, 2019
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