

<p><b>Timberlane Regional School District</b></p>	<p><b>Policy Code: EEAG</b></p>
<p><b>Adopted: 01-01-83</b>  <b>Revised: 02-07-91</b>  <b>Revised: 10-07-99</b>  <b>Revised: 01-19-12</b></p>	<p><b>Page 1 of 1</b></p>

**USE OF PRIVATE VEHICLES TO TRANSPORT STUDENTS**

Any use of private vehicles for transportation of students to or from school on field trips, athletic events, or other school functions, must have prior authorization by the Superintendent or his or her designee. Except in the case of an emergency or school evacuation, the Board specifically forbids any employee to transport students, except the employee’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.

Except in the case of an emergency or school evacuation, any employee or private citizen using his or her own or rented vehicle to provide school-authorized student transportation must have auto liability insurance of not less than \$500,000 Combined Single Limit and provide a Certificate of Insurance naming the School 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. Parents transporting their own children are except from this requirement, 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 a vehicle used must have a current NH 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 designated administrator.

**Legal References:**

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