

PRIVATELY OWNED VEHICLESVolunteer Driver Pool

The Superintendent or his/her designee will provide information and the District form to parents/guardians that have expressed a willingness to provide transportation to and from school and school-related activities. The form should be accompanied by a brief explanation of the pattern of liability under New Jersey's No Fault Law.

The form shall include spaces for:

1. Name, address, home and cell phone numbers and willingness to drive;
2. Driver's license number and statement that the driver has received no moving violations;
3. Make, model, year and mileage of car to be used;
4. Insurance coverage and name of carrier;

5. Hours during which the parent/guardian is generally available;

6. Schools and grades of children, their activities or other interests;
7. Any particular interests of the parents/guardians not reflected in their children's participation;
8. Restrictions, such as number of children or grade levels that the parent/guardian is willing to transport.

Forms are to be returned to the homeroom teacher and forwarded to the respective Building Principal or his/her designee to be sorted and collated. Individuals approved will be compiled on a Master List. Authorization may be withdrawn at the discretion of the Superintendent or his/her designee.

At the annual Opening Day Faculty Meeting conducted by the Building Principal, information and forms will be provided to staff members interested in voluntarily providing transportation to and from school and school-related activities for students.

Form will include:

1. Name, address, home and cell phone numbers and willingness to drive;

2. Driver's license number and statement that the driver has received no moving violations;
3. Make, model, year and mileage of car to be used;
4. Insurance coverage and name of carrier;

5. Times at which teacher/administrator will be available;
6. Activities supervised or in which teacher/administrator has an interest;
7. Restrictions, such as number of children or grade levels the staff member is willing to transport.

Forms will be returned to the Superintendent or his/her designee to be sorted and collated. Individuals approved will be compiled on a Master List. Authorization may be withdrawn at the discretion of the Superintendent or his/her designee.

Transportation of Pupils by District Personnel as Part of Assigned Duties

A card shall be kept on file in the Superintendent or his/her designee's office for each employee who transports pupils in a passenger vehicle as part of his/her assigned duties. Information on the card shall include:

1. Name, address, home phone number;
2. Driver's license number and statement that the driver has received no moving violations;
3. Make, model, year and mileage of car to be used;
4. Insurance coverage and name of carrier.

Approval of Activities

- A. Board approval for is required for all interscholastic competitions, field trips, and special away-from-school activities, either as a listing or item by item as they occur.
- B. At the time of approval, a determination should be made as to whether volunteer transportation will be used.

All volunteers must be from the Superintendent or his/her designee's Master List. Last minute recruitment of drivers without proper safeguards is prohibited.

Selection of Volunteer Drivers and Assignment of Pupils

When the Superintendent or his/her designee has confirmed the date of the event and the number of pupils, he/she will attempt to secure drivers to accommodate them.

In assigning pupils to volunteer drivers, the Superintendent or his/her designee will take into account:

1. Grade level and number of pupils if driver has expressed limitations;
2. Location of pupil residences in relation to driver if pupils are to be delivered home.

Supervision of Pupils at Activities

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, he/she will assume those duties on joining the group.

When the driver is the sole adult, he/she shall remain with the group for the entire period.

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

Safety in Pickup, Transit and Drop-off

When the transportation director has assigned the pupils to their drivers, he/she shall prepare a sheet for each driver listing the pupils, the pickup time and place, the activity time and place, directions to the activity, arrangements for drop-off, arrangements for supervision of the pupils at the activity, arrangements for picking up the pupils after the activity, instructions as to time and place of final drop-off, and a copy of the district's policy/regulations on pupil bus conduct. The sheet shall include emergency telephone numbers at which the driver can reach an administrator of the school, and, if possible, other persons at the activity, should it become necessary.

- A. Pickup place will in most instances be the school. It will be the responsibility of the pupils' parents/ guardians to deliver the pupils to the assigned pickup place at the proper time. Parents/guardians are responsible for supervision of their children until the driver arrives, unless the children are being loaded during school hours, in which case appropriate faculty will be responsible until the vehicle departs. When children are being transported in more than one private vehicle or a combination of district and private vehicles, the faculty member in charge of the expedition is responsible for accounting for all the children. No child shall enter a vehicle on the traffic side.
- B. In transit, the driver shall keep the doors locked and the windows at a safe level. All pupils shall use seat belts. General rules of pupil conduct will be those of the district's regular policy on bus conduct.
- C. On arrival at the activity, the driver will drop off the pupils according to directions. In no event shall a pupil exit from a vehicle on the traffic side.
- D. On leaving the activity, the driver shall be sure he/she has all of the same children he/she started with. At activities where faculty and chaperones are in charge of a large group, the faculty member in charge shall be responsible for ensuring that all pupils are accounted for at time of departure.

- E. Final drop-off place shall usually be the school. Parents/guardians will have been informed of the time of the drop-off, and will be responsible for providing transportation home for their own child. In the event that pupils are to be delivered to their door, the driver should wait until the pupil has entered the outer door before driving off.

Reimbursement

All tolls for highways, bridges, tunnels, etc., will be reimbursable on presentation of a receipt. Parking charges are reimbursable on presentation of either the lot ticket or a voucher, if a meter was used. The district will not reimburse for mileage or activity entrance fees for volunteers on volunteer trips.

Date: May 29, 2012

Legal References:

<u>N.J.S.A.</u> 18A:16-6	Indemnity of officers and employees against civil actions
<u>N.J.S.A.</u> 18A:39-20.1	Transportation to and from related school activities in private vehicle with capacity of eight or less; authorization of qualified school personnel, state employees or parents
<u>N.J.A.C.</u> 6A:27-1.5	Insurance
<u>N.J.A.C.</u> 6A:27-7.6	Transportation to and from related school activities
<u>N.J.A.C.</u> 6A:27-7.7	Parent transporting his or her own child or children

Possible

Cross References:

3541.31	Privately Owned Vehicles
5020	Role of parents/guardians
6145	Extracurricular activities
6145.1/6145.2	Intramural competition; interscholastic competition
6153	Field trips