

USE OF PRIVATE VEHICLES TO TRANSPORT STUDENTS

The Board recognizes the need for some school employees to use their own automobiles for school purposes regularly or occasionally. To safeguard the district, employees and students in matters of liability, particularly as this relates to an employee transporting a student or students, the following policy shall be observed:

1. 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 written authorization by the Superintendent or his or her designee. Those providing unauthorized student transportation do so at their own expense and liability.
2. Any employee or private citizen using their own or a rented vehicle to provide school-authorized student transportation must have auto liability insurance of not less than \$300,000 Combined Single Limit. The District will maintain liability insurance, which will be in excess of the owner's primary insurance for authorized student transportation.
3. A person under contract to transport one or more children to school, on field trips, to athletic events, or other school functions must have a valid School Bus Driver Certificate from the Department of Safety. This person's vehicle must be approved by the N.H. Department of Safety as meeting all applicable school bus safety standards. (Parents transporting their own children are exempt from this requirement, even if reimbursed by the School District.)
4. Those 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 which has a current N.H. inspection sticker. A commercial license is required for any vehicle that has a capacity of 16 or more.
5. The Board specifically forbids any employee to transport students for school purposes without prior written authorization by the Superintendent or his or her designee. All employees who regularly transport students must have a School Bus Driver Certificate.
6. No student shall be sent on school errands using any automobile.
7. Reimbursement for use of private vehicles may be made, but only if the employee or other person has prior written approval of the designated administrator. Mileage will be reimbursed based on the prevailing IRS rate at the time of use, tolls and/or parking fees will be reimbursed as incurred.
8. If an employee (while using his/her own automobile on school business) is involved in an automobile accident, the District will reimburse the employee the amount of any deductible that the employee must pay up to a maximum of \$500).
9. No student will transport another student for school authorized transportation.

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