

## **USE OF PASSENGER VEHICLES TO TRANSPORT STUDENTS FOR SCHOOL ACTIVITIES**

### **A. Purpose**

The purpose of this policy is to outline the requirements when passenger vehicles are used to provide student transportation to and from designated school activities only. Refer to Policy EEA for policy on student transportation between home and school.

### **B. “School Activities” Definition**

For the purpose of this policy, “school activities” shall include, but not be limited to, sporting events, intramural events, events associated with student clubs or organizations, job training programs, field trips, and special education transition services.

School activities shall not include transportation between home and school.

### **C. Mixed Use School Bus Passenger Vehicle**

The School District recognizes that student transportation provided by a transportation provider is the safest way of transporting students for school activities. However, the District also recognizes that there are circumstances when using passenger vehicles is a viable option for school activities transportation.

A “mixed use school bus” shall mean a station wagon, suburban, sport utility vehicle, passenger van that is less than 15 passengers, panel body vehicle, or vehicle converted to a school bus that is owned, rented or leased by the school district.

Mixed use school buses must have a valid state inspection sticker.

Because of their poor safety record, the School District will not allow 15 passenger vans to be used to transport students.

### **D. Use of Privately Owned Passenger Vehicles**

Staff member are prohibited from using privately owned vehicles for transporting students. Any vehicle used to transport students to and from school activities must be owned, rented or leased by the school district.

### **E. Approval for Use of Passenger Vehicles/Mixed Use School Buses**

Any use of a passenger vehicle/mixed use school bus for student transportation must have prior authorization by the superintendent or designee. Individuals providing unauthorized student transportation do so at the own expense and liability and may face other disciplinary consequences.

#### **1. Driving Record Check.**

All staff who plan to use a passenger vehicle/mixed use school bus must hold a valid motor vehicle license. All staff must submit to a NH Department of Safety check of their motor vehicle driving record. The cost for the driving record check will be a district expense.

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The results of the driving record check must be received and reviewed by the superintendent prior to when the transportation is to occur. The superintendent will determine whether or not any violations will prohibit the staff member from driving students.

Staff who drive on multiple trips throughout a given school year will only need to have their driving record checked before their first trip. Driving record checks will need to be completed annually in subsequent years.

2. Vehicle Insurance.

Any passenger vehicle/mixed use school bus owned by the school district will have liability coverage with the district’s insurance carrier.

3. Notification of Transportation Use

The administrator who approved the use of a passenger vehicle/mixed use school bus must notify the SAU Office to verify that the transportation use was authorized. Unauthorized transportation is not covered by the district’s insurance.

**F. Students Providing Transportation to School Activities**

No student should be sent on school errands using any vehicle, including their own vehicle.

No student will be allowed to transport another student for school authorized transportation.

**Legal References:**

- New Hampshire Code of Administrative Rules Section Saf-C 1304.05, Exemption From School*
- Bus Driver's Certificate*
- RSA 259:96-a-Mixed Use School Bus*
- RSA 189: 6-L-Pupils Transportation in a Mixed Use School Bus*

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Category: Recommended

# **EEAG**

Related: IJOA, EEA

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