

PRIVATELY OWNED VEHICLES

Volunteer Driver Pool

- A. By September 30 of each school year, the (school business administrator) (Superintendent) will send home to parents/guardians a form on which to indicate willingness to provide school-related transportation. The form should be accompanied by a brief explanation of the pattern of liability under New Jersey's No Fault Law.

NOTE: SINGLE-SCHOOL DISTRICTS AND DISTRICTS NOT EXPECTING TO USE VOLUNTEERS EXTENSIVELY MAY BE ABLE TO RECRUIT SUFFICIENT DRIVERS WITHOUT APPROACHING ALL PARENTS/GUARDIANS. ALSO, DISTRICTS MAY WISH TO APPROACH NEW PARENTS/GUARDIANS AT TIME OF REGISTRATION AFTER SEPTEMBER 30. FACTORS TO BE CONSIDERED WOULD BE LACK OF FAMILIARITY WITH PERSONS INVOLVED, AND THEIR LACK OF FAMILIARITY WITH THE AREA.

The form shall include spaces for:

- 1. Name, address, phone number and willingness to drive;
- 2. Driver's license number and statement that the driver has received no moving violations;

NOTE: IT IS POSSIBLE TO CHECK ON NEW JERSEY DRIVERS' LICENSES THROUGH THE DEPARTMENT OF MOTOR VEHICLES. DISTRICTS MAY WISH TO SET A TIME LIMIT ON MOVING OFFENSES, OR STIPULATE PARTICULAR UNACCEPTABLE OFFENSES.

- 3. Make, model, year and mileage of car to be used;

NOTE: DISTRICTS MAY WISH TO STIPULATE YEAR AND MILEAGE, DEPENDING ON THEIR CIRCUMSTANCES.

- 4. Insurance coverage and name of carrier;

NOTE: FOR A NEW JERSEY REGISTERED VEHICLE TO BE OPERATED AT ALL, THE OWNER MUST PROVIDE EVIDENCE OF INSURANCE IN AT LEAST THE AMOUNTS OF \$15,000 PER INDIVIDUAL INJURED TO A TOTAL OF \$30,000, plus \$5,000 PROPERTY DAMAGE.

**Mandated only if the board wishes to do this.

PRIVATELY OWNED VEHICLES (continued)

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 (transportation director) (school business administrator) (Superintendent) (other) to be sorted and collated.

B. By September 30 of each school year, forms will be put in each teacher's and administrator's mailbox.

NOTE: DISTRICTS MAY WISH TO RECRUIT FROM ALL PERSONNEL, OR TEACHERS ONLY, OR PERHAPS INCLUDE SUBSTITUTES IF THEY ARE DISTRICT EMPLOYEES. AS WITH PARENTS/GUARDIANS, THE DISTRICT MAY WISH TO APPROACH THEM AT WHATEVER TIME OF THE YEAR THEY ENTER THE EMPLOY OF THE DISTRICT. FACTORS TO BE CONSIDERED WOULD BE FAMILIARITY WITH PERSONS INVOLVED, AND THEIR FAMILIARITY WITH THE AREA.

Form will include:

1. Name, address, home phone, willingness to drive;
2. Driver's license number and statement that the driver has received no moving violations;

NOTE: IT IS POSSIBLE TO CHECK ON NEW JERSEY DRIVERS' LICENSES THROUGH THE DEPARTMENT OF MOTOR VEHICLES. DISTRICTS MAY WISH TO SET A TIME LIMIT ON MOVING OFFENSES, OR STIPULATE PARTICULAR UNACCEPTABLE OFFENSES.

3. Make, model, year and mileage of car to be used;

NOTE: DISTRICTS MAY WISH TO STIPULATE YEAR AND MILEAGE, DEPENDING ON THEIR CIRCUMSTANCES.

4. Insurance coverage and name of carrier;

NOTE: FOR A NEW JERSEY REGISTERED VEHICLE TO BE OPERATED AT ALL, THE OWNER MUST PROVIDE EVIDENCE OF INSURANCE IN AT LEAST THE AMOUNTS OF \$15,000 PER INDIVIDUAL INJURED TO A TOTAL OF \$30,000, plus \$5,000 PROPERTY DAMAGE.

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.

PRIVATELY OWNED VEHICLES (continued)

Forms will be returned to the (transportation director) (school business administrator) (Superintendent) (other) to be sorted and collated.

Transportation of Pupils by District Personnel as Part of Assigned Duties

A card shall be kept on file in the (school business administrator's) (Superintendent's) (transportation director'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:

- A. Name, address, home phone number;
- B. Driver's license number and statement that the driver has received no moving violations;

NOTE: IT IS POSSIBLE TO CHECK ON NEW JERSEY DRIVERS' LICENSES THROUGH THE DEPARTMENT OF MOTOR VEHICLES. DISTRICTS MAY WISH TO SET A TIME LIMIT ON MOVING OFFENSES, OR STIPULATE PARTICULAR UNACCEPTABLE OFFENSES.

- C. Make, model, year and mileage of car to be used;
- D. Insurance coverage and name of carrier.

NOTE: FOR A NEW JERSEY REGISTERED VEHICLE TO BE OPERATED AT ALL, THE OWNER MUST PROVIDE EVIDENCE OF INSURANCE IN AT LEAST THE AMOUNTS OF \$15,000 PER INDIVIDUAL INJURED TO A TOTAL OF \$30,000, PLUS \$5,000 PROPERTY DAMAGE.

Approval of Activities; Supervision of Pupils at Activities

- A. Board approval . . .

NOTE: GENERALLY, BOARDS APPROVE ALL INTERSCHOLASTIC COMPETITIONS, FIELD TRIPS, AND SPECIAL AWAY-FROM-SCHOOL ACTIVITIES, EITHER AS A LISTING OR ITEM BY ITEM AS THEY OCCUR. PROVISIONS OF THIS SECTION WILL DEPEND ON THE DISTRICT'S POLICY.

- B. At the time of approval, a determination should be made as to whether volunteer transportation will be used.

NOTE: THE DISTRICT SHOULD DETERMINE THE NUMBER OF PUPILS AND THE TYPES OF ACTIVITIES WHICH WILL MAKE USE OF VOLUNTEERS PREFERABLE TO USING A TYPE I OR TYPE II VEHICLE.

All volunteers must be from the (transportation director's) (school business administrator's) (chief school administrator's) (other's) master list.

NOTE: LAST MINUTE RECRUITMENT OF DRIVERS WITHOUT PROPER SAFEGUARDS COULD BE CONSTRUED AS NEGLIGENCE. WHATEVER PROVISIONS ARE MADE HERE SHOULD ALLOW TIME TO ASCERTAIN THE DRIVERS' QUALIFICATIONS.

PRIVATELY OWNED VEHICLES (continued)

C. Supervision of pupils at activity

1. 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.
2. When the driver is the sole adult, he/she shall remain with the group for the entire period.

NOTE: PUPILS MUST BE (REMINDERED, INFORMED, CAUTIONED) THAT 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.

Selection of Volunteer Drivers and Assignment of Pupils

When the (transportation director) (school business administrator) (Superintendent) (other) has confirmed the date of the event and the number of pupils, he/she will attempt to secure drivers to accommodate them.

NOTE: IF IT IS IMPOSSIBLE TO PROVIDE TRANSPORTATION FOR ALL INTERESTED PUPILS THROUGH SOME COMBINATION OF DISTRICT RESOURCES AND THE VOLUNTEER POOL, EACH DISTRICT WILL HAVE TO DEVISE AN EQUITABLE METHOD OF SELECTING THE PUPILS WHO ARE TO GO. THIS WOULD APPLY TO PUPILS WHO WANT TO GO AS SPECTATORS TO AN AWAY-FROM-HOME INTERSCHOLASTIC COMPETITION, FOR EXAMPLE.

In assigning pupils to volunteer drivers, the (transportation director) (school business administrator) (Superintendent) (other) will take into account:

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

Safety in Pickup, Transit and Drop-off

When the (transportation director) (school business administrator) (Superintendent) (other) 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.

PRIVATELY OWNED VEHICLES (continued)

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.

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.

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.

C. 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.

NOTE: EACH DISTRICT WILL HAVE TO DEVISE ITS OWN EMERGENCY PROVISIONS FOR THE PUPIL WHOSE PARENTS/GUARDIANS DO NOT APPEAR AT THE PROPER TIME AND PLACE TO PICK HIM/HER UP. THIS WILL VARY GREATLY DEPENDING ON THE SIZE AND TYPE OF DISTRICT AND THE AGES OF THE PUPILS.

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) (will not) reimburse for mileage on volunteer trips.

NOTE: ENTRANCE FEES FOR ACTIVITIES MAY OR MAY NOT BE REIMBURSED ACCORDING TO THE POLICY OF THE DISTRICT.

Date: Reviewed: April 15, 2011
Adopted: June 8, 2011