

## 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. Those providing unauthorized student transportation do so at their own expense and liability.

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 \$500,000 Combined Single Limit and provide a Certificate of Insurance naming the 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.

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.)

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.

The Board specifically forbids any employee to transport students for school purposes without prior authorization by the Superintendent or his/her designee.

No student shall be sent on school errands using any automobile.

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:**

Windham School Board	Policy Code: EEAG
Revised: July, 1998 Revised: November, 1999 Revised: June 27, 2005 Adopted: November, 2005	