

# POLICY ————— PEQUANNOCK TOWNSHIP

## BOARD OF EDUCATION

OPERATIONS

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### 8660 – TRANSPORTATION BY PRIVATE VEHICLE

The Board of Education authorizes the transportation by private vehicle of students of this district between the school and a school activity approved by this Board in accordance with this policy.

Any such transportation must be approved in advance and in writing by the Principal with documentation outlining all other reasonable possibilities are exhausted before the use of a private vehicle is enacted.

1. The writing must set forth the places from and to which students will be transported;
2. the name and address of the driver; the names of the students to be transported;
3. a brief description of the transportation vehicle and the signature of the driver;
4. all district employees must transport two or more students and/or another district employee in the private vehicle;
5. students shall not transport staff members;
6. final approval must be made by the Superintendent.

The parent or legal guardian of a participating student will be given, on request, the name of the driver and the description of the vehicle. Staff members shall not be obligated to transport students.

No person shall be approved as driver for the transportation of students in a private vehicle who is not an employee of this Board or the parent or legal guardian of a student enrolled in this district and the holder of a currently valid license to operate a motor vehicle in the State of New Jersey.

The Board may withdraw the authorization of any private vehicle driver.

Any private vehicle used for the transportation of students must be owned by the approved driver or the spouse of the approved driver; have the capacity to hold not more than eight persons; and must conform to registration, inspection, and insurance requirements of the State of New Jersey for privately owned vehicles. No vehicle may be used to transport more persons than its normal load capacity.

The responsibility of teaching staff members for the discipline and control of students will extend to their transportation of students in a private vehicle. Drivers who are not teaching staff members are requested to report student misconduct to the building principal.

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Expenses incurred by drivers of private vehicles in the course of transporting students will be reimbursed by the Board at the approved mileage rate and upon presentation of evidence of costs for tolls and parking fees.

N.J.S.A. 18A:16-6; 18A:25-2; 18A:39-20.1

N.J.A.C. 6A:27-7.6; 6A:27-7.7

Adopted: 24 January 2000

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