UNION COUNTY PUBLIC SCHOOLS
EDUCATE • INNOVATE • GRADUATE

400 North Church Street
Monroe, NC 28112
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www.ucpsnc.org

Athletic/Student Transport Van Usage

Accidents:
Vehicle accidents must be immediately reported to the UCPS Transportation Department. Drivers who are in a vehicle accident are subject to the UCBOE Policy 3-05 Drug-Free Workplace and Policy 3-05 AG Drug-Free Workplace – Administrative Guidelines. Failure to report an accident may result in driver ineligibility and discipline up to and including termination.

Capacity:
Vehicle capacity is based on the seating configuration for each individual vehicle. Each passenger MUST have a designated seating position with a lap/shoulder seatbelt while being transported. The school is responsible for ensuring that supervision requirements are adequate for the number of student participants as referenced in the UCPS Field Trip Guidelines. No passenger van shall transport more than seven (7) passengers plus one (1) driver. Questions regarding vehicle capacity should be directed to UCPS Transportation Services.

Driver Eligibility:
It is the responsibility of the Principal or their designee to verify that any staff member requesting use of a district-owned transport van is on the approved driver list maintained by the UCPS Risk Manager.

Prior to a request to reserve any district-owned transport vans, **the driver must**:

- Be a current School Bus driver or Fleet Use Operator
- Submit an active Driver's license to the UCPS Risk Manager for addition to the UCBOE auto insurance policy.
- Be added to the UCPS Drug and Alcohol Testing List

Reservation:
No UCPS Transport Van shall be used without completing a reservation.

Travel Distance:
- In-State: Transport Van use within North Carolina is supported by reciprocating LEAs and is not subject to the time or mileage restrictions.
- Out-of-State: Transport Vans shall not be used to transport students more than four (4) hours out of state or travel more than 300 miles round trip out of state.

For trips greater than four (4) hours out of state or more than 300 miles round trip out of state, a rental vehicle, i.e., a charter bus or third-party vehicle rental service, shall be utilized.

Note: You may NOT use a 12-15 passenger van at any time per North Carolina law.

In compliance with federal law, UCPS administers all educational programs, employment activities and admissions without discrimination against any person on the basis of gender, race, color, religion, national origin, age or disability.