KINGSWAY REGIONAL SCHOOL DISTRICT

TRAVEL RELEASE FORM

This form must FIRST be submitted to the coach/advisor for signature and approval. It must then be presented at least 24 hours prior to the event for final approval by the Principal's Office.

STUDENT, EVENT, AND RELEASE INFORMATION

Student Name

Sports Team / Activity Name

Date(s)

Event Location(s)

Transportation FROM location

Transportation TO location

Release Time

Reason for Release

TRANSPORTING ADULT AND VEHICLE INFORMATION

Transporting Adult Name

Relationship / Role

Street Address

City

State

ZIP

Vehicle Make

Vehicle Model

Seating Capacity

PARENT / GUARDIAN CERTIFICATION

- I certify that I am personally transporting the above-named student, or have arranged transportation with the transporting adult identified on this form.
- I understand that the Kingsway Regional School District Rules require that students ride the buses to and from all events and a departure from this requirement will release the Kingsway Regional School District from all liability for any adverse results that may occur.
- I agree to release the Kingsway Regional School District and its employees and officers from all liability in reference to the above stated transportation.

TRANSPORTER ACKNOWLEDGEMENTS - CHECK EACH BOX

- ☐ The vehicle I will use is owned by me or my spouse.
- ☐ Seat belts will be worn by all while the vehicle is in motion.
- ☐ I will not transport more persons than the vehicle's normal load capacity.

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TRAVEL RELEASE FORM - ACKNOWLEDGEMENTS

TRANSPORTER ACKNOWLEDGEMENTS - CONTINUED

- ☐ I am either (1) a Kingsway Regional School District employee, or (2) a parent/guardian of a student enrolled in Kingsway Regional School District.
- ☐ I have a valid New Jersey driver's license.
- ☐ I have not been convicted of a moving violation within the past three (3) years.
- ☐ The vehicle has valid/current insurance, registration, and inspection in accordance with New Jersey law.
- ☐ If I am a teacher, my disciplinary authority and responsibility for the student extends to the transportation covered by this release.
- ☐ If I am a parent/guardian transporter, I will report any behavioral, safety, or other significant incident occurring during the transport to the Principal.

TRANSPORTER CERTIFICATION AND SIGNATURE

By signing below, I certify that the information provided on this form is accurate and that I satisfy the acknowledgement requirements above.

Transporting Adult Printed Name _____ Date _____

Transporting Adult Signature _____

PARENT / GUARDIAN PERMISSION

Parent / Guardian Printed Name _____ Date _____

Parent / Guardian Signature _____

SCHOOL APPROVAL

Coach / Advisor Signature _____ Date _____

Supervisor / Principal Designee Signature _____ Date _____

OFFICE USE ONLY

☐ **APPROVED** ☐ **NOT APPROVED**

8660 TRANSPORTATION BY PRIVATE VEHICLES – TO AND FROM SCHOOL-RELATED ACTIVITIES (M)

The Board of Education authorizes the transportation by private vehicle of students of the district between the school and ~~a~~ school-related activities approved by the Board in accordance with this Policy and N.J.A.C. 6A:27-7.6(a).

Any such transportation must be approved in advance and in writing by the Superintendent or designee. The writing must set forth the date, time, and reason for the transportation; the places from and to which students will be transported; the name and address of the driver; the names of the students to be transported; a brief description of the transportation vehicle; and the signature of the driver. The parent(s) of a participating student will be given, on request, the name of the driver and the description of the vehicle.

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

No person shall be permitted to transport students who has been convicted of a moving vehicle violation within the period of three calendar years immediately preceding the request for transportation approval.

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

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. Seat belts shall be worn by the driver and the passengers while the vehicle is in motion. 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.

Expenses incurred by drivers of private vehicles who are employees of the Board in the course of transporting students may be reimbursed by the Board upon approval of the Superintendent.

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: 23 June 2008
Revised: 20 October 2026