

Business/Non-Instructional Operations

Transportation

Use of Private Automobiles on School Trips

The New Milford Board of Education strongly encourages all transportation of students to be on buses or other transportation vehicles which conform to the requirements of law and regulations of the State Department of Education. The Board also recognizes that on limited occasions, it may be more cost effective and/or responsive for school employees to transport small number of students in private automobiles.

Private automobiles may be used for school programs to transport students under the following circumstances:

1. The driver's license of the school employee bears the appropriate endorsement by the Connecticut Department of Motor Vehicles enabling such employee to operate a school transportation vehicle or school bus.
2. Trip is approved by Principal in advance.
3. If a field trip, proper field trip form is submitted and approved by Principal and central administration.
4. Use of private automobile is approved by Principal.
5. A limited number of students are involved.
6. The licensed driver completes the "Verification of Liability Insurance" form prior to the trip.
7. The Principal will maintain a file of the above noted forms.
8. Parent authorization forms must include notification that staff member will be driving other than a school vehicle.
9. If only one student is involved, a second responsible adult must be present on the trip, except in emergencies or with the permission of the Principal and/or parents.
10. In an emergency, the Principal can authorize the transportation of student(s) without parental permission.

It is expressly forbidden for any student to drive a vehicle with any other passengers on a school sponsored trip.

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Legal Reference: Connecticut General Statutes

14-36a Classification of operators' licenses. Violation. Penalty

14-44 License endorsement for operators of commercial motor vehicles used for passenger transportation, school buses, taxicabs, motor vehicles in livery service, motor or service buses, student transportation vehicles and activity vehicles

14-212 Definitions

Policy adopted: June 11, 2002
Policy reviewed: June 10, 2008
Policy revised: March 8, 2011
Policy reviewed: February 25, 2014

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut