

**USE OF PRIVATE VEHICLES TO TRANSPORT STUDENTS**

*Category: R*

Any use of private vehicles to transport students to or from school, field trips, athletic events, or other school functions, must have prior authorization by the Superintendent or his/her designee. The Board specifically forbids any employee to transport students, except the teacher's own children, for school purposes without prior written authorization by the Superintendent or his/her designee. Individuals 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 automobile liability insurance of not less than \$300,000 Combined Single Limit and provide a Certificate of Insurance naming the District as an Additional Insured.

Persons under contract with the school district to provide school transportation services must have a valid School Bus Driver Certificate/License in accordance with applicable rules and laws. All vehicles must be approved by the New Hampshire Department of Safety as meeting all applicable school bus safety standards. Parents transporting their own children are exempt from this requirement, per Department of Safety regulations.

Persons 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 the vehicle used must have a current New Hampshire inspection sticker. Proof of insurance and a copy of a valid driver's license must be provided. A commercial license is required for any vehicle that has a capacity of 16 or more.

No student shall be sent on school errands using any automobile. No student will transport another student for school authorized transportation.

Reimbursement for use of private vehicles may be made, but only if the employee or other person has prior approval of the designated administrator and proof of insurance is provided.

**Legal References:**

*New Hampshire Code of Administrative Rules Section Saf-C 1304.05, Exemption From School  
Bus Driver's Certificate*

SAU #7 Policy Committee: Recommended for Adoption – May 22, 2018

Colebrook School Board: Adopted – June 19, 2018

Pittsburg School Board: Adopted – June 11, 2018

Stewartstown School Board: Adopted – June 28, 2018