

# **POLICY**

Lower Cape May Regional  
Board of Education

Section: Operations

8660. TRANSPORTATION BY PRIVATE VEHICLE (M)

Date Created: December, 2008

Date Edited: May, 2016

## 8660- TRANSPORTATION BY PRIVATE VEHICLE (M)

### **M**

In recommending arrangements for pupil transportation to and from school-related activities, the Superintendent shall consider the type of activity, the total number of pupils involved, and the availability of appropriate vehicles. Groups of pupils too small in number to make economical use of Type I or Type II vehicles may be transported in privately owned passenger vehicles driven by qualified school personnel, State employees, volunteers, parent(s) or legal guardian(s).

Transportation by qualified school personnel, State employees, volunteers, parent(s) or legal Guardian(s).

The School Business Administrator/Board Secretary and/or Superintendent shall supplement the transportation resources of the district by identifying qualified school personnel, State employees, volunteers and parent(s) or legal guardian(s) who are willing to provide transportation for district pupils to and from school-related activities.

Qualifications shall include:

- A. Name, current home address, phone number(s);
- B. A valid New Jersey driver's license with no convictions for moving violations within the past three years;
- C. Make, model, year, and mileage of vehicle to be used, which must be a private passenger vehicle of eight or fewer capacity with a current New Jersey inspection sticker and registration card;
- D. Evidence of insurance coverage with minimum per accident limits of liability of \$100,000 for bodily injury per person, \$300,000 bodily injury per accident and \$50,000 property damage or, alternatively, a Combined Single Limit of Liability of \$300,000 per accident.
- E. Copies of the current vehicle insurance card, insurance policy declaration page/s and the vehicle registration card.
- F. Conform to all safety practices set forth in the regulations to this policy;
- G. Understand that their vehicle insurance coverage is primary for an automobile accident and the District's insurance coverage is secondary;

- H. Must complete and sign the Agreement to Transport Student(s) By Private Vehicle form;
- I. Have a completed and signed Permission to Ride form from the parent/guardian.

The School Business Administrator/Board Secretary and/or Superintendent shall develop and the Board shall adopt detailed regulations to ensure:

- A. District approval of activities involved;
- B. District determination of drivers and assignment of pupils to them;
- C. Pupil safety in pickup, transit and drop-off;
- D. Adequate supervision of pupils at the activity.

Implementation of this policy shall be in conformity with all related negotiated agreement.

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: 18 December 2008

Revised: 15 December 2011

Revised: 25 February 2016

Revised: 26 May 2016

**LOWER CAPE MAY REGIONAL SCHOOL DISTRICT  
AGREEMENT TO TRANSPORT STUDENT(S) BY PRIVATE VEHICLE**

This document must be completed and signed by a staff member, coach, and/or volunteer to transport student(s) to and/or from a school related activity.

Name of Owner \_\_\_\_\_ Name of Driver (if different) \_\_\_\_\_

Address \_\_\_\_\_ Phone #s \_\_\_\_\_

Year of Vehicle \_\_\_\_\_ Tag# \_\_\_\_\_ Mileage \_\_\_\_\_

Make of Vehicle \_\_\_\_\_ Model of Vehicle \_\_\_\_\_

(Evidence of insurance coverage with minimum per accident limits of liability of \$100,000 for bodily injury per person, \$300,000 bodily injury per accident and \$50,000 property damage or, alternatively, a Combined Single Limit of Liability of \$300,000 per accident).

I certify that the above described vehicle, which is being used to transport student(s) for a school related activity has at least the statutorily required insurance coverage.

Insurance Coverage is with \_\_\_\_\_

Coverage Expires on \_\_\_\_\_ Policy # \_\_\_\_\_

I acknowledge that I have received and reviewed the Lower Cape May Regional School District Board Policy 8660 Transportation By Private Vehicle and agree to comply with the terms of this policy.

I understand that my vehicle insurance coverage is primary for an automobile accident and the District's insurance coverage is secondary.

I certify that I am in compliance with the qualifications as set forth in Policy 8660 and have provided copies of: (1) a valid New Jersey (or other) driver's license (2) a copy of vehicle insurance card required by the state in which my license is issued (3) valid New Jersey inspection sticker or other and (4) I confirm that I have received no convictions for moving violations within the past three years.

\_\_\_\_\_  
(Signature of Driver)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Administrator)

\_\_\_\_\_  
(Date)

**LOWER CAPE MAY REGIONAL SCHOOL DISTRICT  
PERMISSION TO RIDE FORM  
(With Staff Member, Coach, Volunteer)**

I \_\_\_\_\_ parent/guardian of \_\_\_\_\_  
(print name) (print name of student)

grant permission for her/him to ride with \_\_\_\_\_  
(print name of driver)

to \_\_\_\_\_ in order to participate in a school  
(print name of location)

related activity. In the event of an accident, I understand that the school district's insurance company will be liable only for those damages not covered by the driver's and/or my insurance.

Further, I understand that my daughter/son must abide by all of the New Jersey Motor Vehicle Commission rules and Lower Cape May Regional School District rules.

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Date)

**REGULATION**

Lower Cape May Regional  
School District

Section: Operations

8660. USE OF PRIVATELY OWNED VEHICLES IN PUPIL TRANSPORTATION

Date Created: December, 2008

Date Edited: December, 2011

**8660. USE OF PRIVATELY OWNED VEHICLES IN PUPIL TRANSPORTATION**

1. Approval of activities, supervision of pupils at activities
  - a. The Board approves all field trips.
  - b. At the time of approval, a determination should be made as to whether volunteer transportation shall be used.

All volunteers must be from the master list.

- c. Supervision of pupil at activity
  - (1) When the pupils will become part of a larger group on arrival at their destination, the driver will deliver them to the faculty member or other chaperone in charge, who will be responsible for the pupils at the activity. If the driver is one of the faculty members or chaperones, he/she will assume those duties on joining the group.
  - (2) When the driver is the sole adult, he/she shall remain with the group for the entire period.

2. Selection of volunteer drivers and assignment of pupils

When the date of the event and the number of pupils has been confirmed, the attempt will be made to secure drivers to accommodate them.

In assigning pupils to volunteer drivers, the School Business Administrator/Board Secretary/Designee in charge of business or Superintendent will take into account:

- a. Grade level and number of pupils if driver has expressed limitations; and
- b. Location of pupil residences in relation to driver if pupils are to be delivered home.

3. Safety in pick-up, transit, and drop-off

When the School Business Administrator/Board Secretary/Designee in charge of business or Superintendent has assigned the pupils to their drivers, he/she shall prepare a sheet for each driver listing the pupils, the pick-up time and place, the activity time and place, directions to the activity, arrangements for drop-off, arrangements for supervision of the pupils at the activity, arrangements for picking up the pupils after the activity, instructions as to time and place of final drop-off, and a copy of the district's policy/regulations on pupil bus conduct. The sheet shall include emergency telephone numbers at which the driver can reach an administrator of the school and, if possible, other persons at the activity, should it become necessary.

- a. Pick-up place will in most instances be the school. It will be the responsibility of the pupils' parent(s) or legal guardian(s) to deliver the pupils to the assigned pick-up place at the proper time. Parent(s) or legal guardian(s) are responsible for supervision of their children until the driver arrives, unless the children are being loaded during the school hours, in which case appropriate faculty will be responsible until the vehicle departs. When pupils are being transported in more than one private vehicle or a combination of district and private vehicles, the faculty member in charge of the expedition is responsible for accounting for all

the pupils. No pupil shall enter the vehicle on the traffic side.

- b. In transit the driver shall keep the doors locked and the windows at a safe level. All pupils shall use seat belts. General rules of pupil conduct will be those of the district's regular policy on bus conduct.

On arrival at the activity, the driver will drop off the pupils according to directions. In no event shall a pupil exit from a vehicle on the traffic side.

On leaving the activity, the driver shall be sure he/she has the same pupils and all the pupils he/she started with. At activities where faculty and chaperones are in charge of a large group, the faculty member in charge shall be responsible for ensuring that all pupils are accounted for at time of departure.

- c. Final drop-off place shall usually be the school. Parent(s) or legal guardian(s) will have been informed of the time of the drop-off and will be responsible for providing transportation home for their own child. In the event that pupils are to be delivered to their door, the driver should wait until the pupil has entered the outer door before driving off.

#### 4. Reimbursement

All tolls for highways, bridges, tunnels, etc., will be reimbursable on presentation of a receipt. Parking charges are reimbursable on presentation of either the lot ticket or a voucher, if a meter was used.

Issued: 18 December 2008

Revised: 15 December 2011