

8660 TRANSPORTATION BY PRIVATE VEHICLE

In recommending arrangements for pupil transportation to and from school related activities, the Superintendent or his or her designee shall consider the type of activities, the total number of pupils involved and the availability of appropriate vehicles. For groups of pupils too small in number to make economical use of Type I or Type II trip transportation, the following procedures are to be followed by the Superintendent or his or her designee for the purpose of providing safe and efficient transportation in privately owned vehicles to and from related school activities:

1. Qualified school employees must possess and submit the following information to the Transportation Supervisor:
 - a. A current and valid New Jersey driver's license;
 - b. A chargeable accident-free and good driving records for the three year period immediately preceding September 1 of the current school fiscal year;
 - c. The license number of the vehicle(s) to be used to provide the private vehicle transportation and a current vehicle(s) New Jersey registration and New Jersey inspection sticker;
 - d. The name of the insurance carrier, including policy number, limit of coverage and issuance/expiration date. The limit of coverage must be at least \$50,000. Umbrella coverage will be provided by the Board to the employee; and
 - e. A statement from the insurance company indicating awareness of the extended use of the private vehicle. (This should be done through a certificate of insurance provided to the Board of Education.)
2. The Transportation Supervisor shall verify the following information submitted by the school employee:
 - a. An abstract from the Department of Motor Vehicles which indicates that the school employee has had a chargeable accident-free and good driving record for the three year period immediately preceding September 1 of the current fiscal year;



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- b. That the New Jersey registration and New Jersey inspection is current on the vehicle(s) to be used; and
 - c. That the teacher has submitted the proper insurance documentation.
3. The Transportation Supervisor, after verifying all of the related information, shall issue a certificate to the school employee certifying that the school employee may transport pupils to and from school related activities in accordance with the provisions of State law and rules and regulations of the State Board of Education and the Howell Township Board of Education. The Transportation Supervisor shall also issue a statement from the Board's insurance carrier that extended coverage is being provided for the Board for this transportation. The certification shall be in effect from September 1 of the current fiscal year to September 1 of the following fiscal year.
4. The school employee shall report any violation of law to the Transportation Supervisor. This would include any violation while transporting public school pupils in a private vehicle or personal/private use of an automobile.
5. Each reported violation shall be reviewed by the Transportation Supervisor and appropriate action will be taken. The Transportation Supervisor will report his or her decision to the Superintendent or his or her designee.
6. The Transportation Supervisor shall annually review the certificate issued. It will be the responsibility of the school employee to take the steps outlined within this policy for the purpose of obtaining all future certificates in subsequent fiscal years.
7. The Transportation Supervisor has the right to rescind any and all certificates issued at any time for due cause. The employee may request a hearing before the Assistant Superintendent for Business should the Transportation Supervisor revoke any certificate.

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: 03 January 2013

