

# Policy

## Board of Education Randolph

NO. 870.0  
OPERATIONS

### Transporting Students by Private Vehicle

The Board supports and encourages students to participate in a variety of curricular and co-curricular activities. In general, the district will use school buses and school vans driven by a bus driver employee to transport students to school sponsored activities away from the school campus. 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 vans or buses may be transported in privately owned passenger vehicles driven by qualified school personnel or parents/guardians.

A qualified person shall be at least 21 years of age and hold a valid state driver's license. Students who hold a valid state driver's license and drive themselves to Board approved daily instructional activities outside of Randolph may be granted dispensation from this age requirement by the Board. Each case shall be handled on an individual basis.

### Requests for Transportation

1. Individuals approved as drivers, as well as owners of vehicles approved for use of private vehicles for student transportation, shall have on file in the Business Office an approved "Authorization for Private Vehicle Use" form.
2. The owner(s) of private vehicles used for student transportation shall provide the Board with a "Certificate of Insurance" indicating \$100,000/\$300,000 liability coverage.
3. New "Certificates of Insurance" shall be required on renewal of policy.
4. The administrator or supervisor responsible for the activity shall request in writing, to the Superintendent, permission for each trip. The request will name the driver, date of the activity, destination, and the reason for using a privately owned vehicle.
5. The Superintendent or his/her designee shall rule on the merits of each request to transport students by private vehicle.
6. Employees authorized to use private vehicles shall be reimbursed for mileage expenses in accordance with the R.E.A. Agreement.

Although the school district's liability insurance policies will provide coverage with respect to employee and approved volunteer drivers who use their privately owned vehicles for transporting pupils to and from school related activities, employees and adult volunteers should be aware that such coverage can only be used to supplement the primary coverage that is applicable. Under New Jersey's No Fault Law, when a student is injured under these circumstances, the insurance company insuring the vehicle of the injured student's parent or legal guardian is primarily liable for all medical and personal injury (P.I.P.) payments made under the no fault law. If the no fault threshold is exceeded and suit is brought, then the liability coverage provided by the driver's policy and by the school board's policy becomes applicable.

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The companies insuring the driver and the school board should be responsible for both legal defense and the payment of any settlement or liability judgment (limited, of course, to policy limits). The driver's insurer would also be responsible for no fault payments in the case of a student whose parent or legal guardian was uninsured.

Reference: N.J.S.A. 18A:16-6, N.J.S.A. 18A:39-20.1  
N.J.S.C. 6:21-10.4

DATE ADOPTED: January 11, 1983    DATE REVISED: February 16, 1995