

In recommending arrangements for pupil transportation to and from school-related activities, the Chief School Administrator 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 parents/guardians (volunteer drivers).

### **Transportation by Volunteer Drivers**

Volunteer drivers shall consist of parents/guardians of pupils who are willing to provide transportation for district pupils to and from school-related activities.

#### **Qualifications shall include:**

- A. A valid New Jersey (or other) driver's license in good standing;
- B. A private passenger vehicle of eight or fewer capacity, with a current New Jersey or other inspection sticker; and
- C. Evidence of at least the statutorily required insurance coverage.

Volunteer drivers shall be recruited by the sponsor of the school-related activity. Volunteer Driver Forms shall be presented to the Board for approval at the time the Request Form for the Field Trip is submitted for Board approval.

### **Selection of Volunteer Drivers and Assignment of Pupils**

When the Chief School Administrator (or appointed alternate) has confirmed the date of the event and the number of pupils, he/she will attempt to secure drivers to accommodate them. If it is impossible to provide transportation for all interested pupils through volunteer drivers, the district will have to devise an equitable method of selecting the pupils who are to go. This would apply to pupils who want to go as spectators to an away-from-home interscholastic competition, for example.

In assigning pupils to volunteer drivers, the Chief School Administrator (or appointed alternate) will take into account the grade level and number of pupils if the driver has expressed limitations.

### **Safety in Pickup, Transit and Drop-off**

When the Chief School Administrator (or appointed alternate) has assigned the pupils to their drivers, he/she shall prepare a sheet for each driver listing the pupils, the pickup 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. Pickup place will in most instances be the school. It will be the responsibility of the pupils' parents/guardians to deliver the pupils to the assigned pickup place at the proper time. Parents/guardians are responsible for supervision of their children until the volunteer driver arrives, unless the children are being loaded during school hours, in which case appropriate faculty will be responsible until the vehicle departs. When children are being transported in more than one private vehicle, the faculty member in charge of the expedition is responsible for accounting for all the children. No child shall enter a vehicle on the traffic side.

- B. In transit, the volunteer 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.
- C. On arrival at the activity, the volunteer 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 volunteer driver shall be sure he/she has all of the same children 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.
- D. Final drop-off place shall be the school. Parents/guardians will have been informed of the time of the drop-off, and will be responsible for providing transportation home for their own child.

### **Supervision of Pupils at Activity**

- A. When the pupils will become part of a larger group on arrival at their destination, the volunteer 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 volunteer driver is a chaperone, he/she will assume those duties on joining the group.
- B. Pupils must be informed that the driver has the same authority over them as a member of the teaching staff, and that appropriate penalties will be imposed for infractions of the district's code of conduct or pupil discipline policy.

### **Reimbursement**

The district will not reimburse any expenses incurred as a result of being a volunteer driver.

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