

**SPRINGFIELD PUBLIC SCHOOLS  
Springfield New Jersey 07081**

**POLICY: USE OF PRIVATELY OWNED VEHICLES IN PUPIL  
TRANSPORTATION**

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 qualified school personnel, state employees and parents/guardians.

**Transportation by Volunteer Drivers**

The School Business Administrator shall supplement the transportation resources of the district by identifying qualified school personnel, state employees and parents/guardians who are willing to provide transportation for district pupils to and from school-related activities.

Qualifications will include:

1. A valid New Jersey (or other) driver's License with no convictions for moving violations within the past three years;
2. A private passenger vehicle of 8 or fewer capacity, with a current New Jersey (or other) inspection sticker; and
3. Evidence of at least the statutorily required insurance coverage.

The Chief School Administrator or designee shall develop detailed regulations to ensure:

1. District approval of activities involved;
2. District determination of drivers and assignment of students to them;
3. Student safety in pick-up, transit and drop off.
4. Adequate supervision of students at the activity.

**Transportation of Students by District Employees as Part of Assigned Duties**

District employees who transport pupils in a private vehicle during working hours as part of their assigned duties shall:

1. Have a current New Jersey (or other) driver's license with no convictions for moving violations within past three years;
2. Use a privately owned passenger vehicle of 8 or fewer capacity with evidence of at least the statutorily required insurance coverage. The vehicle must have a current inspection sticker; and

3. Conform to all safety practices set forth in the regulations to this policy.

Implementation of this section shall be in conformity with applicable negotiated agreement

**Legal References:**

N.J.S.A. 18A:16-6 Indemnity of Officers and Employees

N.J.S.A. 18A:39-10.1 Small Vehicle Transportation of Pupils

N.J.S.A. 18A:39-20.1 Transportation to and from related school activities in private vehicle with capacity of eight or less; authorization of qualified school personnel, state employees or parents

N.J.S.A. 6:21-10.4 Small Vehicle Regulations

N.J.A.C. 6A:27-7.6 Transportation to and from related school activities

N.J.A.C. 6A:27-7.7 Parent transporting his or her own child or children

**Cross References:**

5020 Role of parents/guardians

6145 Extracurricular activities

6145.1/6145.2 Intramural competition; interscholastic competition

6153 Field trips

Adopted: June 30, 1997

Revised: August 20, 2007