

SUBJECT: PERSONNEL AUTHORIZED TO TRANSPORT STUDENTS**Bus Drivers**

Only employees who have the appropriate license for the vehicles being operated and who have complied with the Regulations of the Department of Motor Vehicles and the Commissioner of Education may drive pupils to and from home on regularly scheduled routes. No other person may operate a school bus on a regularly scheduled route for the purpose of transporting pupils to or from school.

Subject to the approval of the Superintendent, a certified teacher employed by the school district, who is not primarily employed on either a full-time or part-time basis as a school bus driver or substitute school bus driver may act as an occasional driver ("Occasional Driver"). An Occasional Driver may provide student transportation in a school vehicle to and from school activities including extracurricular activities and shall only be permitted to do so for less than 30 days in a calendar year. All Occasional Drivers must have the appropriate license for the vehicles being operated.

No students shall be transported in any school vehicle that is not in compliance with the applicable federal and state safety regulations related to school transportation.

Transporting Students in Privately Owned Vehicles

When the District provides transportation of students on a school-sponsored field trip, extracurricular activity, athletic or other similar event, the District will return all students to their point of departure or to the appropriate school in the District except in the following circumstances:

- a) Students may ride home with their parents or guardians only after eye to eye contact between the parent and the advisor/coach confirming the intention to transport their child. In addition, parents will sign the appropriate form provided by the advisor/coach.
- b) Students may ride home with a non-parent provided that the student's parent/guardian completes a written form provided by the school district and such written notice is given to the advisor/coach twenty-four (24) hours prior to the departure of the District vehicle for the event.

If intervening circumstances make return transportation of a student impractical, then a representative of the District shall remain with the student until the parent or legal guardian has been contacted and informed of the intervening circumstances and the student has been delivered to the parent or legal guardian.