

Student Transportation in Private Vehicle Administrative Procedure

ALTERNATIVE TRANSPORTATION PLAN

In an attempt to meet transportation budget restrictions, there may be occasions with small groups when transportation by private parties (e.g., adults, parents/guardians) may be a workable option. The guidelines listed below should be followed.

1. The coaches of each sport, together with the building athletic director, will be responsible for arranging and planning transportation caravans to "away" contests, which have been targeted for private transportation. Classroom teachers will carry that responsibility for field trips approved by the building principal.
2. A mobile telephone will be provided for each "out-of-district" trip involving students transported in private vehicles.
3. Team/class members can be transported in private vehicles driven by adults. There shall be no student driving of team/class members to or from events.
4. Students will travel together, leaving the school at the assigned time, by way of caravan to athletic/event. After the event, students will return to the school with the caravan.
5. Students who return to the school with someone other than the driver who drove such student to the athletic/activity event, must provide a written note to the coach/teacher of the official activity and gain his/her approval; the coach/teacher will notify the driver of the intent of the student to return with parents or other adults.
6. Drivers of the individual vehicles providing transportation are the primary responsible parties for the safety of the students. the insurance on such vehicles shall be the primary insurance coverage. North Santiam School District is a secondary insurance carrier and shall have liability over and above that of the individual driver, as may be applicable.
7. No student shall be so transported unless the student's parent/guardian signs the form attached.

NORTH SANTIAM SCHOOL DISTRICT
STUDENT TRANSPORTATION BY PRIVATE VEHICLE

1. Driver's Name: _____

Driver's License Number; _____

2. Insurance: _____

A. Policy Number: _____

B. Liability Coverage: _____

C. Company: _____

D. Agent: _____

[If possible, please attach a photocopy of insurance card]

3. Vehicle Inspection Date: _____

A. Make _____ Model _____ Year _____

B. Safety Check: (Completed by North Santiam Transportation Dept.)

- | | |
|-------------------------------|-----------------------|
| 1. Horn _____ | 5. Headlights _____ |
| 2. Number of Seat Belts _____ | 6. Tail Lights _____ |
| 3. Wipers _____ | 7. Brake Lights _____ |
| 4. Tires _____ | 8. Turn Signals _____ |

The signing off of the above items indicates only that these items were working on the day of the inspection. No mechanical work was done and the inspector and District will assume no liability in regards to the vehicle's working condition.

4. Only these student passengers are permitted to be transported in this vehicle during the school-sponsored field trip. It is the responsibility of the supervisor to ensure that this condition is enforced.

	Name	Phone	Parental Approval
1.			
2.			
3.			
4.			
5.			

5. Final approval of vehicle: administrator _____ Date _____