

**STUDENT TRANSPORTATION IN A PRIVATE VEHICLE
ADMINISTRATION CHECKLIST**

NEPN/NSBA CODE: EEAB-R

1. Driver _____

- | | | |
|--|-----|----|
| • Has valid, non-restricted license (copy attached) | Yes | No |
| • Has up-to-date insurance at a minimum of \$100,000-\$300,000 (copy attached) | Yes | No |
| • Has been informed that their insurance company is the primary coverage provider in case of an accident | Yes | No |
| • Is a school employee or a parent/guardian of a student | Yes | No |
| • Has completed Driver/Vehicle Information Form | Yes | No |
| • Has proof of Bureau of Occupations Safety and Health (BOSH) approved training * | Yes | No |

2. Vehicle:

- | | | |
|--|-----|----|
| • Has current registration (copy attached) | Yes | No |
| • Has current inspection sticker | Yes | No |
| • Has Federally approved restraint system appropriate for all passengers | Yes | No |

3. Driver's Record Check

- | | | |
|---|-----|----|
| • 10 year check completed (copy attached) | Yes | No |
| • Review record for disqualifying events | Yes | No |

(Person checking)

(Date)

A "No" to any of the above questions disqualifies the person and/or vehicle from being used to transport students

- | | | |
|---|-----|----|
| • Parental permission slips have been received and files? | Yes | No |
|---|-----|----|

Person completing Form: _____

Superintendent: _____ Approved _____ Denied

Date: _____

Comments: _____

* Only need if the vehicle is to be used provides seating for ten (10) occupants or more (including the driver)

Reviewed: November 16, 2019; 1.3.2023