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 *

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 drive)

Reviewed: November 16, 2019; 1.3.2023