

**STUDENT TRANSPORTATION IN A PRIVATE VEHICLE**  
**(When buses are not available)**

**NEPN/NSBA CODE: EEAB RSU #78**

Whenever possible, school buses shall be used to transport students. However, when buses are not available, the Superintendent may authorize the use of private vehicles to transport students to and from approved co-curricular and extra-curricular activities when the following conditions are met. The Superintendent's decision to approve or deny the use of particular drivers and/or vehicles is final.

**Driver and Vehicle Requirements**

1. Any driver permitted to transport student must be the parent of a student or a staff member.
2. Each prospective driver must complete the School Department's Driver Information Form and provide the following documentation:
  - a. A valid Maine driver's license;
  - b. Auto insurance coverage equal to or exceeding the Maine minimum requirements; c. A valid Maine registration and current inspection sticker for the vehicle.
3. The School Department shall conduct a Maine driver record check on all prospective drivers.
4. If the vehicle is a van that provides seating for ten (10) or more occupants (including the driver), the driver must provide evidence of training in the operation of such a vehicle. Information regarding training can be gotten from the Board of Occupational Safety and health (BOSH) or the Maine Department of Labor, Bureau of Labor Standards.

**Other Conditions**

1. Written permission must be obtained from the parents/guardians of all students to be transported by private vehicle.
2. Only in exceptional circumstances may a driver transport a single student unless the student is his/her own child. (In those circumstances, the parent/guardian must be made aware prior to departure).
3. All vehicle occupants are required to wear seat belts. Students under eight (8) years of age or under 80 pounds must be in a Federally approved child restraint system.
4. All Board policies and school rules are in effect while transporting students in private vehicles to and from co-curricular and extra-curricular activities.
5. Any accident during a school trip must be reported immediately to the appropriate law enforcement and school authorities.

Adopted: June 13, 2006

Revised: October 9, 2007

Reviewed: November 23, 2015 ; Reviewed: April 5, 2017 Reviewed: November 6, 2019

Revised: 1.10.2023