

STUDENT TRANSPORTATION IN A PRIVATE VEHICLE: CHECKLIST

NEPN/NSBA CODE: EEAB-R
RANGELEY SCHOOL UNIT #78 - RANGELEY LAKES REGIONAL SCHOOL

1. Driver _____
(Name)

- Has valid, non-restricted license (copy attached) Yes No
- Has up-to-date insurance at a minimum of \$100,000.00 - \$300,000.00 (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

2. Vehicle:

- Has current registration (copy attached) Yes No
- Has current inspection sticker Yes No
- Has Federally approved restraint systems appropriate for all passengers Yes No
- Parental permission slips have been received and filed? Yes No

Signature

Date

Driver's Record Check

- Review record for disqualifying events. (Attach copy of drivers records check)
- Driver deemed qualified based on record check? Yes No

Business Manager Signature

Date

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

Superintendent's Approval

Date

Comments: _____

STUDENT TRANSPORTATION IN A PRIVATE VEHICLE

(When buses are not available)

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RANGELEY SCHOOL UNIT #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 or of a student or a school employee.
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.

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. Student 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

DRIVER/VEHICLE INFORMATION FORM

NEPN/NSBA CODE: EEAB-E
RANGELEY SCHOOL UNIT #78

Driver's Name: _____

Address: _____

Telephone Number: _____

Driver's License – State, Number and Effective Dates:

[Attach copy of license to form]

NOTICE: The Rangeley School Department does a Maine driver's record check on all prospective drivers who may transport students.

Vehicle Registration – State, Number and Effective Dates: _____

[Attach copy of registration to form]

Inspection Sticker – State and Effective Dates: _____

Auto Insurance Company: _____

[Attach copy of insurance card to form]

DRIVER ACKNOWLEDGMENT:

I certify that the information I have provided on this form is accurate. I understand that if I am approved as a driver, I am required to follow the requirements of the Board's policy on Student Transportation in a Private Vehicles, all Board policies, school rules and instructions from school staff. I understand that in the event of an accident my liability insurance is the primary provider.

Driver's Signature

Date: _____

Printed Name

Rangeley Regional School Unit #78 reserves the right to deny or rescind approval for drivers who cannot provide the require documentation and/or who do not have a clean driving record. This form will be kept in a confidential file in the Superintendent's Office.

**PARENT/GUARDIAN PERMISSION FOR STUDENT TO BE TRANSPORTED
BY PRIVATE VEHICLE**

NEPN/NSBA CODE: EEAB-EA
RANGELEY SCHOOL UNIT #78

Activity/Date: _____

I give permission for my child, _____, to be a passenger in a private vehicle driven by
_____ **[insert name of driver]**. I understand that Regional School
Unit #78 is not liable for damages arising from the operation of a private vehicle.

Parent/Guardian Signature

Date: _____

Printed Name