

**HOOKSETT SCHOOL DISTRICT
USE OF PRIVATE VEHICLES TO TRANSPORT STUDENTS**

1. Any use of private vehicles for transportation of students to or from school on field trips, athletic events, or other school extracurricular functions, must have prior authorization by the Superintendent or his or her designee.
2. Any person using their own or a rented vehicle to provide routine school-authorized student transportation must have auto liability insurance of not less than \$100,000 bodily injury per person, \$300,000 total bodily injury per incident, \$100,000 property damage and provide a Certificate of Insurance naming the School District as an additional insured.
3. A person under contract to routinely transport one or more children to school, on field trips, to athletic events, or other school functions must have a valid School Bus Driver Certificate from the Department of Safety. This person's vehicle must be approved by the NH Department of Safety meeting all applicable school bus safety standards. (Parents transporting their own children are exempt from this requirement, even if reimbursed by the School District.)
4. Those authorized by the Superintendent or his/her designee to provide transportation on an incidental basis, i.e. not specifically as part of a contract to transport, must have a valid driver's license and a vehicle which meets appropriate inspection standards. A commercial license is required for any vehicle that has a capacity of 16 or more.
5. Reimbursement for use of private vehicles may be made, but only if the employee or other person has prior approval of the designated administrator.
6. Any use of private vehicles for transportation of students to or from school on field trips, athletic events, or other school functions, other than by a parent or legal guardian of the student passenger(s), must receive prior authorization from the Superintendent or his/her designee.

Adopted: December 15, 1998

Reviewed: March 7, 2017

Revised: June 15, 2021