

OFF ISLAND USE OF PRIVATE VEHICLES TO TRANSPORT STUDENTS

The Board recognizes the need for some school employees and/or volunteers to occasionally use their privately owned motor vehicles (**automobiles or boats**) to transport students for school activities.

Privately owned vehicles may be used for student transportation when, in the opinion of the building principal and with the written approval of the superintendent this is the most practical or only possible method of transportation.

To safeguard **Vinalhaven School** employees/volunteers and students in matters of safety and liability, the following policy will be observed for use of private vehicles on the mainland or by private boat. This policy only applies to the use of private vehicles when arranged by the school to transport students to and from school sponsored events. It does not apply to students using private vehicles at an activity venue, or to and from the school arranged transportation. (i.e. meeting the school arranged transportation at the Rockland ferry terminal.) It also does not apply to classroom on island field trips both on land and on local waters within 500 feet of the Vinalhaven Island shore.

Field trips, sports trips, and other off island school-sponsored activity transportation will be by public ferry and/or school bus whenever possible. The Superintendent or designee may approve the use of private vehicles in situations in which the small number of students or budget or schedule restrictions make ferry or bus use prohibitive or impractical.

A. Auto and Boat

1. Prior to use of a private vehicle for school transportation purposes, the employee/volunteer must complete the Personal Vehicle Use Form and receive the written permission of the Superintendent/designee. This may be in the form of a standing permission for employees/volunteers who use their own vehicles regularly for school purposes off Island.
2. A Maine driver license record check will be conducted on all prospective volunteer drivers. In the interest of safety, a prospective volunteer driver may be disqualified based on a review of information contained in the record. If transport is by boat, the boat license will also be checked.
3. The driver must have a DOE Criminal History Record Check and be DOE fingerprinted if a school employee is not in the vehicle or in close proximity of the a vehicle. (I.e. in a travel caravan of vehicles.)
4. Parents will be informed whenever private vehicles will be used to transport their child(ren) and will be required to sign a permission form in advance. This may be a standing permission if the same driver will be transporting students to a number of events.

B. Auto

1. Must carry a minimum liability insurance of \$100,000/\$300,000; minimum property damage of \$50,000; and minimum medical coverage of \$5,000. Proof of current license and insurance will be required. The employee/volunteer liability insurance will be the primary coverage. School liability insurance will be the secondary coverage.

2. Must have a current registration and current proof of inspection.
3. The vehicle must have sufficient seat belts for the driver and each of the other persons being transported.

C. Boats

1. Must be properly licensed and carry a minimum protection and indemnity insurance coverage of \$100,000. Proof of current drivers license and insurance will be required. The employee/volunteer liability insurance will be the primary coverage. School liability insurance will be the secondary coverage.
2. Must have a current license and meet Coast Guard inspection standards.
3. Must have an adequate number of accessible lifejackets for all passengers.

Each August and January, the superintendent or principal will ask interested driver/operator volunteers to a meeting where this policy will be presented and volunteers may submit the required information and documentation. The superintendent or principal will then conduct the appropriate license checks. The superintendent's office will maintain a list of approved drivers/operators.

Other potential volunteers may submit the required documentation at any time during the school year, but a minimum of two weeks must be allowed for processing. The school cannot accommodate last minute requests for approval.

USE OF PRIVATE BOATS TO TRANSPORT STUDENTS: PAID

The Board recognizes the need use privately owned boats to transport students for school activities.

Privately owned boats may be hired for student transportation when, in the opinion of the building principal and with the written approval of the superintendent this is the most practical or only possible method of transportation.

To safeguard **Vinalhaven School students and employees** in matters of safety and liability, the following policy will be observed for use of paid private boats. This policy only applies to the use of private boats when arranged by the school to transport students to and from school sponsored events. It does not apply to students using paid private boats to and from the school arranged transportation. (i.e. meeting the school arranged transportation at the Rockland ferry terminal.

- A. Field trips, sports trips, and other off island school-sponsored activity transportation will be by public ferry and/or school bus whenever practicable.

The Superintendent or designee may approve the use of paid private boats in situations in which the small number of students or budget or schedule restrictions make ferry or bus use prohibitive or impractical.

- B. Prior to use of a paid private boat for school transportation purposes, the operator must complete the Personal Vehicle Use Form and receive the written permission of the Superintendent/designee. This may be in the form of a standing permission for operators who use their boats regularly for school purposes.
- C. The boat must be properly licensed and carry a minimum liability insurance of \$100,000. Proof of current license and insurance will be required. The employee/volunteer liability insurance will be the primary coverage. School liability insurance will be the secondary coverage.
- D. A Maine driver license record check will be conducted on all prospective operators. In the interest of safety, a prospective operated may be disqualified based on a review of information contained in the record.

- E. The operator must have a captain license as required by the U.S. Coast Guard.
- F. The operator must have a DOE Criminal History Record Check and be DOE fingerprinted if a school employee is not in the boat with the students, or in close proximity of the a vehicle.
- F. The boat must have a current license which will be checked, and meet Coast Guard inspection standards.
- G. The boat must have an adequate number of accessible life jackets.
- I. Parents will be informed whenever private vehicles will be used to transport their child(ren) and will be required to sign a permission form in advance. This may be a standing permission if the same driver will be transporting students to a number of events.

Each August and January, the superintendent or principal will ask interested operators to a meeting where this policy will be presented and volunteers may submit the required information and documentation. The superintendent or principal will then conduct the appropriate checks. The superintendent's office will maintain a list of approved drivers/operators.

Other potential volunteers may submit the required documentation at any time during the school year, but a minimum of two weeks must be allowed for processing. The school cannot accommodate last minute requests for approval

Adopted: 12-13-2017