

PERSONNEL AUTHORIZED TO TRANSPORT STUDENTS

I. Bus Drivers:

- A. Only employees who have the appropriate operator license for the vehicle being operated and who have complied with the Regulations of the Department of Motor Vehicles and the Commissioner of Education may drive pupils to and from home on a regularly scheduled route. No other person may operate a school bus on a regularly scheduled route for the purpose of transporting pupils to and from home.
- B. No other than the above mentioned driver may drive a school-owned vehicle having a pupil capacity of greater than seven passengers.
- C. Certified staff transporting students in school-owned vehicles must also comply with all requirements of the Department of Motor Vehicles and the Commissioner of Education.

II. Transporting Students by District Personnel (“Occasional Drivers”):

- A. Students shall be transported by District personnel in District vehicles pursuant to the following:
 - 1. The vehicle has received a satisfactory inspection by designated persons in the Transportation Department.
 - 2. The vehicle has an approved New York State inspection certification.
 - 3. A certificate of insurance is on file to verify liability coverage.
 - 4. The driver has complied with the Rules and Regulations of the Commissioner of Motor Vehicles and Education Departments.
 - 5. A Motor Vehicle Report (MVR) must be done on district personnel prior to transporting students.
- B. The Superintendent, may only in an emergency, and only in the event a District vehicle is not available, authorize an employee to use a personal vehicle to transport students. Such use shall be on a case by case basis. In the event the use of personal vehicle by an employee, the employee should be aware of the following:

POLICY

SUPPORT OPERATIONS

5404

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1. That while driving his or her own vehicle in the course of employment, the employee's own insurance is primary and responsible for coverage arising out of a personal injury or property damage resulting from an automobile accident involving the employee's vehicle.
2. Damages which exceed the limits of the employee's coverage will be submitted to the District's insurance policies.
3. Employees are responsible for any increases in insurance premiums, fines or expenses incurred arising out of an accident, traffic infraction, parking violation or otherwise.

Waterville Central School District

Legal Ref: DMV Regulations, Part 6; Commercial Motor Vehicle Safety Act of 1986; 8 NYCRR 156.3; Omnibus Transportation Employee Testing Act of 1991.

Adopted: 02/79

Revised: 05/27/97, 11/10/15, 04/29/25