



# HADDON TOWNSHIP BOARD OF EDUCATION

500 RHOADS AVENUE ▪ WESTMONT, NEW JERSEY 08108  
 PHONE: 856-869-7750 ext. 1100 ▪ FAX: 856-854-7792  
 WEBSITE: [www.haddontwpschools.com](http://www.haddontwpschools.com)

<b>Request for Transportation by Private Vehicle</b>		
Name of Son/Daughter:		
Other Student(s) Transported:	<b>Student Name</b>	<b>Driver has notified Parent of Transport</b>
Date (s) of Event:		
Event (School Activity):		
Coach/Teacher to notify:		
Time:		
Reason for Transportation:		
Transport to:		
Transport from:		
<b>Name of Driver:</b>		
Email and Phone of Driver:	email	phone
Make/Model of Vehicle:		
Copy of Driver's License:		Attached
Copy of Vehicle Registration:		Attached
Copy of Auto Insurance Card:		Attached
X		
<b>Driver's Signature</b> (Acknowledging review of Policy 8660 and receipt of Parental approval(s) for transport of other students)		<b>Date</b>
<b>Authorized by Business Administrator/Board Secretary</b>		<b>Date</b>
Athletic Director Notified:		
Transportation Supervisor Notified:		



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**8660. TRANSPORTATION BY PRIVATE VEHICLE**

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The Board of Education authorizes the transportation by private vehicle of pupils of this district between the school and a school activity approved by this Board in accordance with this policy.

Any such transportation must be approved in advance and in writing by the School Business Administrator/Board Secretary. The writing must set forth the date, time, and reason for the transportation; the places from and to which pupils will be transported; the name and address of the driver; copies of driver's license, vehicle registration and insurance card; the names of the pupils to be transported; a brief description of the transportation vehicle; and driver's signature acknowledging that he/she reviewed and will comply with Policy 8660 – Transportation by Private Vehicle and authorizes the District to perform a record check on the driver prior to granting any approvals. The parent(s) or legal guardian(s) of a participating pupil will be given the name of the driver and the description of the vehicle.

No person shall be approved as driver for the transportation of pupils in a private vehicle who is not an employee of this Board or the parent(s) or legal guardian(s) of a pupil enrolled in this district and the holder of a currently valid license to operate a motor vehicle in the State of New Jersey.

The Board may withdraw the authorization of any private vehicle driver.

Any private vehicle used for the transportation of pupils must be owned by the approved driver or the spouse of the approved driver; have the capacity to hold not more than eight persons; and must conform to registration, inspection, and insurance requirements of the State of New Jersey for privately owned vehicles. Seat belts shall be worn by the driver and the passengers while the vehicle is in motion. No vehicle may be used to transport more persons than its normal load capacity.

The responsibility of teaching staff members for the discipline and control of pupils will extend to their transportation of pupils in a private vehicle. Drivers who are not teaching staff members are requested to report pupil misconduct to the Building Principal.

Expenses incurred by drivers of private vehicles in the course of transporting pupils will be reimbursed by the Board at the approved mileage rate and upon presentation of evidence of costs for tolls and parking fees.

N.J.S.A. 18A:16-6; 18A:25-2; 18A:39-20.1  
N.J.A.C. 6A:27-7.6; 6A:27-7.7

Adopted: January 21, 2010