

BURNT HILLS-BALLSTON LAKE CENTRAL SCHOOL DISTRICT
Request for Authorization to Transport Pupils in Private Vehicles

Please provide the requested information and return/mail to:

BH-BL Central Schools – Business Office
50 Cypress Drive, Glenville, NY 12302

Name _____

Date _____

Driver’s License Number _____

Date of birth _____

Vehicle:

Vehicle Owner:

Make & Model _____

Name _____

Available Seat Belts _____

Address _____

Insurance Company _____

Insurance Limits _____

Phone _____

(Minimum allowed is \$100,000 / person - \$300,000 / incident)

Insurance expiration date _____

Date of last inspection _____

Registration expiration date _____

If driving students to an athletic match, please list the sport _____

Other reason for driving _____

I understand the conditions described in Policy 7325 and authorize the District to request an abstract of my driving record from the Department of Motor Vehicles.

Signature

Date

Approved by:

Assistant Superintendent for Support Services

Date

NOTE: This is not a blanket approval to transport students. Prior request and approval procedures described in AR7370 must still be followed.

The use of school vehicles and school bus drivers is the District transportation method of choice, but it is recognized that exceptional circumstances may require the occasional use of private vehicles for the transportation of students. Transportation of pupils in private vehicles is permitted only under the following conditions:

1. Parents may take responsibility for transporting their own children to or from a school event in a private vehicle or by authorizing in writing an adult other than a school employee to provide such transportation. If the adult other than the parent does not have written parental authorization to transport the student in a private vehicle, the student must return to the school building via school district transportation.

A school event is an activity where students, under the supervision of a school employee, leave from a District building to attend an event elsewhere and return to a District building at the conclusion of the event.

2. The number of individuals to be transported in an private vehicle must not exceed the number of available seat belts.
3. Staff and parents who anticipate transporting students must apply for transportation authorization annually using a form provided by the District, and authorize a District-requested motor vehicle record check. Driver records showing a conviction for any kind of impairment or with more than five points charged in the past three years will result in denial of transportation privileges. The application will include a description of the vehicle to be used, including insurance coverage limits and expiration dates, the year and make of the vehicle, the date of last inspection, and the name and address of the vehicle owner.
4. Except in emergencies approved by a principal or designee, the prior request process described in AR7370 must be followed. In the event of an emergency that precludes prior approval, the Principal will report to the Superintendent of Schools the necessary use of an employee-owned private automobile no later than the work day following the emergency use.
5. Staff and parents providing student transportation agree to carry a minimum of \$300,000 total incident liability coverage and understand that:
 - a) School liability coverage applies only after the limits of individual coverage have been exceeded by an award of damages.
 - b) The school will not be responsible for ~~no~~ vehicle or personal property damage.
6. Trip requests will be approved only when there is a clear need for the activity and only where a private vehicle is determined to be a better means of transporting students than the use of school transportation.
7. Staff may be reimbursed for authorized mileage at the contractual reimbursement rate.

Approved April 1993

Reviewed July 1993

Revised August 2000

Revised September 2004

Revised January 2008

Requests for the approval of all field trips must be made in writing by the sponsoring faculty member. Such request will be submitted to the Building Principal for consideration at least 10 school days prior to the date of the field trip. The Building Principal will return a written response to each request originator in a timely manner.

A written permission slip signed by the legal guardian is required for each elementary child who goes on a field trip to sites other than district buildings. A written notice will be sent home to legal guardians for any trips to district sites. A written permission slip signed by the legal guardian is required for each secondary child who goes on a field trip to sites outside the district. When secondary students attend field trips within the district at sites other than district buildings, legal guardians are to be informed in writing of the date, time and place of visitation prior to date of the field trip.

Field trips are scheduled by building principals or their designee through the Business Office in the context of the specific budgetary constraint on such trips. Written requests for school buses for field trips must be submitted to the Transportation Supervisor seven school days prior to the field trip unless waived by the Transportation Supervisor.

When the district provides transportation to students on a school-sponsored field trip, extracurricular activity or any other similar event, it shall provide transportation back to either the point of departure or to the appropriate school in the district unless:

1. the legal guardian of a student participating in such event has provided the district with a written notice authorizing an alternative form of return transportation for the student; or
2. intervening circumstances make such transportation impractical.

Where intervening circumstances have made transportation back to the point of departure or to the appropriate school in the district impractical, a representative of the district shall remain with the student until such student's legal guardian has been contacted and the student has been delivered to his/her legal guardian.

The following guidelines should be followed regarding students with significant health concerns:

- Nurses should be made aware of field trips, including group / chaperone lists, at least 14 days in advance by the trip organizer.
- Staff members may assist self-directed students with medication on field trips.
- Parents of non self-directed students should be asked to attend the field trip if medication administration is required. If they are unable to attend, a nurse will be requested to attend. If neither one is available the trip will need to be postponed.
- Parents/guardians of students with emergency medications such as epipens or glucagon will be requested to attend, unless the student has permission to self carry (epipen only), a willing adult carries medication, or a nurse carries the medication if in attendance.

- School nurses attend field trips when there is a student with a medical need that only a nurse can manage and a parent is unable to attend. If neither one is available, the trip will need to be postponed.
- Emergency medication should be in near proximity to the student at all times on a trip. If the trip itinerary allows students to roam at a venue without immediate adult supervision, the parent should be aware of this ahead of time so a self carry order may be secured, or a request can be made to have their child remain with/near a supervising adult.
- A staff member must carry the medication on a field trip, not a volunteering adult. All field trips require that at least one staff member be in attendance.
- Trip chaperones are responsible for knowing what medications they are carrying. They should request epipen/glucagon training from the school nurse as needed. A chaperone should speak with the person planning the trip in advance if they are not interested in carrying medication on a trip.
- When a nurse attends a field trip to accompany a student with medical needs, they are to remain with that student. They will be available to assist with issues in their proximity, but because supplies are limited on a trip, 911 should be called for any significant injuries or issues. Local urgent care facilities should be located and mapped out ahead of time by the adult in charge when visiting a venue over an hour away.
- Nurses attending field trips are not to be used as chaperones or considered chaperones for planning purposes.

Revised July 2014