

## **Student Transportation by Volunteers**

Student transportation by volunteers increases the risk to both our students and the School. The School's policy is that students are transported to all School-sponsored events and activities either by hired transportation (with the appropriately licensed drivers/operators) or by use of one of the School's activity vehicles, also driven by an appropriately licensed employee of the School.

While parents may drive their own child to an event or activity, we strongly discourage parents or volunteers from driving other students. Volunteers may be permitted to provide transportation to other students, under exceptional circumstances. Such a request must be reviewed and approved by the Administrative Circle no less than one week prior to the event, to ensure that all other criteria can be met. Additional criteria required for approval:

- Verification that the vehicle is insured and inspected,
- Confirmation that the volunteer's auto liability limit is at least \$500,000,
- The volunteer has been informed, and acknowledges, that their insurance is primary in the event of a loss,
- The volunteer's driving record has been reviewed through the New York State Department of Motor Vehicles and there are no issues reflected on their record,
- Permission slips obtained from all parents approving the transportation of their child by a volunteer.

Because of these stringent requirements, it is important that all faculty and staff organize class trips and activities well in advance. Last minute requests will not be considered.