

R 8660 PRIVATELY OWNED VEHICLES

Volunteer Driver Pool

- A. By September 30 of each school year, the School Business Administrator/Board Secretary will send home to parent(s) or legal guardian(s) a form on which to indicate willingness to provide school-related transportation. The form should be accompanied by a brief explanation of the pattern of liability under New Jersey's No Fault Law.

Note: Single-school districts and districts not expecting to use volunteers extensively maybe able to recruit sufficient drivers without approaching all parent(s) or legal guardian(s). Also, districts may wish to approach new parent(s) or legal guardian(s) at time of registration after September 30. Factors to be considered would be lack of familiarity with persons involved, and their lack of familiarity with the area.

The form shall include spaces for:

1. Name, address, phone number and willingness to drive;
2. Driver's license number and statement that the driver has received no moving violations;

Note: It is possible to check on New Jersey Drivers' licenses through the Department of Motor Vehicles. Districts may wish to set a time limit on moving offenses, or stipulate particular unacceptable offenses.

3. Make, model, year and mileage of car to be used;

Note: Districts may wish to stipulate year and mileage, depending on their circumstances.

4. Insurance coverage and name of carrier;

Note: For a New Jersey registered vehicle to be operated at all, the owner must provide evidence of insurance in at least the amounts of \$15,000 per individual injured to a total of \$30,000, plus \$5,000 property damage.

5. Hours during which the parent(s) or legal guardian(s) is general available;



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6. Schools and grades of children, their activities or other interests;
7. Any particular interests of the parent(s) or legal guardian(s) not reflected in their children's participation;
8. Restrictions, such as number of children or grade levels that the parent(s) or legal guardian(s) is willing to transport.

Forms are to be returned to the homeroom teacher and forwarded to the School Business Administrator/Board Secretary to be sorted and collated.

- B. By September 30 of each school year, forms will be put in each teacher's and administrator's mailbox.

Note: Districts may wish to recruit from all personnel, or teachers only, or perhaps include substitutes if they are district employees. As with parent(s) or legal guardian(s), the district may wish to approach them at whatever time of the year they enter the employ of the district. Factors to be considered would be familiarity with persons involved, and their familiarity with the area.

Form will include:

1. Name, address, home phone, willingness to drive;
2. Driver's license number and statement that the driver has received no moving violations;

Note: It is possible to check on New Jersey Drivers' licenses through the Department of Motor Vehicles. Districts may wish to set a time limit on moving offenses, or stipulate particular unacceptable offenses.

3. Make, model, year and mileage of car to be used;

Note: Districts may wish to stipulate year and mileage, depending on their circumstances.

4. Insurance coverage and name of carrier;

Note: For a New Jersey registered vehicle to be operated at all, the owner must provide evidence of insurance in at least the amounts of \$15,000 per individual injured to a total of \$30,000, plus \$5,000 property damage.



5. Times at which teacher/administrator will be available;
6. Activities supervised or in which teacher/administrator has an interest;
7. Restrictions, such as number of children or grade levels the staff member is willing to transport.

Forms will be returned to the School Business Administrator/Board Secretary to be sorted and collated.

Transportation of Pupils by District Personnel as Part of Assigned Duties

A card shall be kept on file in the School Business Administrator/Board Secretary's office for each employee who transports pupils in a passenger vehicle as part of his/her assigned duties.

Information on the card shall include:

1. Name, address, home phone number.
2. Driver's license number and statement that the driver has received no moving violations.

Note: It is possible to check on New Jersey drivers' licenses through the Department of Motor Vehicles. Districts may wish to set a time limit on moving offenses, or stipulate particular unacceptable offenses.

3. Make, model, year and mileage of car to be used.
4. Insurance coverage and name of carrier.

Note: For a New Jersey registered vehicle to be operated at all, the owner must provide evidence of insurance in at least the amounts of \$15,000 per individual injured to a total of \$30,000, plus \$5,000 property damage.

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