

**WASHINGTON-SARATOGA-WARREN-HAMILTON-ESSEX  
BOARD OF COOPERATIVE EDUCATIONAL SERVICES**

**ADMINISTRATIVE REGULATION**

**TRANSPORTING STUDENTS**

**I. Transporting students by BOCES personnel ("Occasional Drivers") in BOCES owned vehicles:**

- A. Vehicle Requirements - current valid sticker indicating approval by the New York State Department of Transportation.
- B. Personnel Requirements
  - 1. Other than in the case of a medical emergency, only a certified teacher may serve as an "occasional driver." Certified teachers also include administrators, speech therapists, school social workers, school psychologists and guidance counselors, in addition to other valid certification in a teaching area. Excluded are aides, assistants, physical therapists, occupational therapists and other staff members.
  - 2. "Occasional drivers" may only drive 29 days during a school year pursuant to regulations of the New York State Department of Motor Vehicles.
  - 3. Other requirements:
    - a. yearly physical examination
    - b. yearly submission of driver's license to the Department of Motor Vehicle for abstract of record
    - c. one-hour class for the purpose of becoming familiar with laws, regulations, etc.
    - d. may not transport students on "regular routes"
    - e. may not drive a school owned vehicle for direct compensation
    - f. separate application form indicating three (3) character references
  - 4. Individuals not covered above and those wishing to drive more than 29 days per year must, in addition to the above:
    - a. possess correct class of Commercial Driver's License (CDL)
    - b. two hour pre-service course
    - c. twenty hour course for new bus driver
    - d. two hour refresher twice yearly
    - e. approval by the District Superintendent of Schools
    - f. be fingerprinted

**II. Transporting students by BOCES personnel in personally owned vehicles**

- A. The employee's own personal insurance will cover for any personal injury and property damages resulting from an automobile accident involving the employee, when driving his or her own car in the course of employment.
- B. Any judgment larger than the employer's coverage will be covered by the BOCES insurance policies.

- C. If an employee's vehicle insurance premium increases after such an accident, the employee is solely responsible for the increase.
- D. BOCES personnel using a private vehicle to transport students must have prior authorization from the Campus Principal or designee.

**III. Transporting students by Non-BOCES individuals (parents/legal guardians) in personally owned vehicles**

- A. Permission must be secured by the driver from the principal and all students riding must have written parent/legal guardian permission authorizing this private transportation.
- B. Those persons transporting students in private vehicles assume liability and any resulting costs for any accidents or injuries that may occur while transporting students to district sponsored events.