

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

ADMINISTRATIVE REGULATION

TRANSPORTING STUDENTS

I. Transportation to School-Sponsored Events:

- A. Where the BOCES has provided transportation to students enrolled in BOCES programs to a school sponsored field trip, extracurricular activity, or any other similar event, it will also provide transportation back to either the point of departure or to the appropriate school in the District unless a student's parent or legal guardian has provided the BOCES with written notice, consistent with BOCES policy, authorizing an alternative form of return transportation for the student. In cases where intervening circumstances make transportation of a student back to the point of departure or to the appropriate school in the BOCES impractical, and the parent has not authorized alternative return transportation, a representative of the BOCES will remain with the student until the student's parent or legal guardian has been contacted and informed of the intervening circumstances and the student has been delivered to his or her parent.

II. Transportation in WSWHE BOCES Vehicles by an Occasional Driver:

- A. Vehicle Requirements - current valid DOT inspection sticker indicating approval by the New York State Department of Transportation located on the right side of the windshield and is diamond shape. (Not to be confused with the Department of Motor Vehicle (DMV) sticker inspection sticker found on the left side of the windshield.)
- B. Personnel Requirements:
1. As defined by the Regulations of the Commissioner, Part 156 Transportation, an occasional driver shall mean a certified teacher employed by a school district or a board of cooperative educational services, who is not primarily employed on either a full-time or part-time basis as a school bus driver or substitute school bus driver.
 2. 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.
 3. Occasional drivers must adhere to rules pertaining to transporting students in School Vehicles.

- C. All occasional drivers who transport students are required to complete the following:
1. Must submit a **Field Trip Request Form** to their administrator at least **TWO WEEKS** in advance of their trip.
 2. Must be a **certified** teacher employed by WSWHE BOCES.
 3. Must have required driver's license for class of vehicle driven.
 4. Shall not drive a school vehicle with passengers more than **29** days each year.
 5. Must have a once-yearly physical examination by a school-designated physician.
 6. Must submit a photocopy of their Driver's License to enable WSWHE BOCES to obtain an Abstract of Driving Record from Department of Motor Vehicles.
 7. All new occasional drivers must attend a one-hour pre-driving class to familiarize them with laws and regulations that apply to vehicles transporting students. Class will be offered at the beginning of each school year.
 8. Must take a pre-employment drug test and will be subject to random drug and alcohol testing.

III. **Transportation in Personal Vehicles**

- A. Personal cars of teachers and staff will not be used to transport students except in the event of extenuating circumstances and authorized by the District Superintendent or designee.

IV. **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 BOCES sponsored events.

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