



Student Transportation Policy
Transportation of Students by Parents/Guardians and/or Employees to School
Sponsored Activities and Events in Their Own Vehicles

This policy is intended to establish guidelines for parents/guardians and/or employees who drive students to school sponsored activities and events in their own vehicles. The purpose of this policy is to promote the safety of students and to reduce the risk of liability for NAPS.

This policy applies to all parents/guardians and/or employees who drive students to NAPS sponsored activities and events in their own vehicle on behalf of the organization. NAPS employees are also advised to familiarize themselves with the 'Transportation Activities' in the Sexual Abuse Manual found in the Employee Handbook.

Policy

1. All parents/guardians and/or employees who drive students to activities and events in their own vehicles must have a valid driver's license and a current insurance policy.
2. All parents/guardians and/or employees who drive students to activities and events in their own vehicles must comply with all applicable Maryland traffic laws.
3. All drivers and passengers are required to wear seatbelts and be equipped with child safety seats/boosters as required by Maryland law.
4. Parents/guardians and/or employees will use the rule of three when transporting students, at least two adults must transport a single child, or at least two students must be present if transported by a single adult.
5. Written permission is required from parents/guardians for all students being transported by other parents/guardians and/or employees and the relevant waiver must be completed (example attached).
6. All students must be transported directly to the destination. No unauthorized stops should be made.
7. All parents/guardians and/or employees who drive students to activities and events in their own vehicles must be provided with a copy of this policy and parental permissions.

Procedures

1. Parents/guardians and/or employees who drive students to activities and events in their own vehicles must complete and submit the Carpool Driver Verification form to confirm a valid driver's license and current insurance coverage.
2. Parents/guardians and/or employees who drive students to activities and events in their own vehicles must report any accidents or incidents to NAPS immediately.

Responsibilities

Parents/guardians and/or Employees

- It is the responsibility of parents/guardians and/or employees to comply with all of the requirements of this policy.
- Parents/guardians and/or employees must ensure that their vehicle is in safe condition before driving students to activities and events.
- Parents/guardians and/or employees must ensure that they and their passengers are buckled and sitting in appropriate child safety seats/boosters.
- Parents/guardians and/or employees must drive safely and comply with all applicable traffic laws.
- Parents/guardians and/or employees must only drive to the destination.
- Parents/guardians and/or employees must report any accidents or incidents to NAPS immediately.

Organization

- It is the responsibility of NAPS to provide parents/guardians and/or employees with a copy of this policy and parental permission.
- It is the responsibility of NAPS to keep records of all parents/guardians and/or employees who drive students to activities and events in their own vehicles.
- It is the responsibility of NAPS to investigate any accidents or incidents involving parents/guardians and/or employees who drive students to activities and events in their own vehicles.
- NAPS may request background checks for all parents/guardians and/or employees who drive students to activities and events in their own vehicles.