

[ ] Required  
[ X ] Local  
[ ] Notice

### STUDENT TRANSPORTATION IN PRIVATE VEHICLES

As a general rule, BOCES employees may not use private vehicles to transport students. However, students may be transported in private vehicles under the following circumstances:

1. Medical Emergencies: In the event of a medical emergency involving a BOCES student, a BOCES employee may use a private vehicle to transport a student to the hospital or other medical facility, only if the following conditions exist:
  - a. Local emergency services (rescue squad, ambulance, fire department, etc.) have been contacted and it is determined that an emergency transportation vehicle through local resources is not readily available and the student's condition requires more immediate action.
  - b. If the above conditions exist, it is strongly urged that a third person accompany the BOCES employee providing such emergency transportation.
2. Non-Emergency Circumstances: In non-emergency circumstances, BOCES employees may provide transportation to a student in a private vehicle only if the following conditions are met:
  - a. Reasonable efforts to arrange transportation by a parent or family member have been made and were not successful.
  - b. Reasonable efforts to have the student use public transportation (i.e., taxi or bus) were not successful. (If the student is unable to pay for such public transportation, the staff member may loan the student the required fare, but in all cases, reimbursement shall be from the student or the student's parent).
  - c. The transportation is to the student's home and the BOCES employee has a third person present for the trip.
  - d. The employee must receive permission from a division administrator/supervisor prior to any such transportation.

In all cases, the BOCES employee shall promptly file a written report of such transport with his/her immediate supervisor providing all pertinent details.

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