



STATE OF HAWAII
DEPARTMENT OF EDUCATION
P.O. Box 2360
Honolulu, Hawaii 96804

APPLICATION FOR USE OF PRIVATE VEHICLE TO TRANSPORT STUDENTS

PART I To be completed by DOE employee or volunteer driver:

1. Name of Driver: _____

2. Purpose of Trip: _____

3. Travel Points: From: _____ To: _____

Date(s) of Trip: _____

Departure Time: _____ Estimated Arrival Time: _____

Return Time: _____ Estimated Arrival Time: _____

4. Name of Adult in Charge: _____ Department: _____
(Teacher, advisor, coach, etc.)

5. Provisions for Supervision (describe): _____

I, the undersigned, certify that I will be in compliance with the policy and regulations pertaining to the use of private vehicles to transport students as stated in the back of this application.

Signature of Driver: _____ Date: _____

Address: _____ Phone: _____

Insurance Company: _____

Policy No.: _____ Expiration Date: _____

PART II: To be completed by principal:

APPROVED Comment, if any: _____

DISAPPROVED Reason: _____

Signature of Principal or Designee

School

Date

POLICY ON USE OF PRIVATE VEHICLES TO TRANSPORT STUDENTS

POLICY

When circumstances are such that it would be impractical to charter a bus to transport students on trips approved by the principal, private vehicles may be utilized.

DEFINITIONS

"Bus" means any motor vehicle with a gross vehicle weight of over 10,000 pounds designed to transport persons.

"Private vehicle" means any motor vehicle with a gross vehicle weight of 10,000 pounds or less which is not owned by the State.

LIMITATIONS

Approval of trips under this policy shall be limited to trips: (1) where the volunteer or school employee is acting in an official capacity on behalf of the school by providing transportation for students, (2) when the school accepts responsibility to provide transportation to the activity.

REGULATIONS

1. Approval

All trips must be approved by the principal.

2. Driver

- a. The driver shall be at least 21 years of age.
- b. The driver of the vehicle shall be appropriately licensed in accordance with current State of Hawaii licensing regulations.

3. Vehicle Insurance

All private vehicles shall be insured under a No-Fault policy meeting coverage requirements as outlined in Chapter 294, Hawaii Revised Statutes. A current No-Fault insurance card for the vehicle shall be evidence of coverage.

4. Inspection

- a. The vehicle shall have a current safety sticker.
- b. The driver shall precheck the components of the vehicle utilizing a copy of the safety inspection certificate which is required to be kept in the car at all times. The driver's precheck shall be of the nature that shall not require a safety inspector's expertise to perform.

If the vehicle is found to have defects that may endanger the passengers, the driver shall not transport students until the defects are corrected.

5. Adult Supervision

When necessary, there shall be adequate adult supervision (as determined by the principal) of students in the vehicle.

6. Vehicle Expenses

When private vehicles are used under this policy, it shall not be used for compensation unless the vehicle insurance provides such coverage; however, operating expenses may be reimbursed by the school or passengers. As a general guideline, the reimbursement may be in accordance with the State of Hawaii policy.

7. Accident Procedure

Driver shall observe the following accident procedure in case of an accident and shall also orient passengers on the procedures in the event he/she is incapacitated.

- a. Stop the vehicle immediately and evacuate if there is a danger of fire, or if vehicle is stopped in an unsafe position. If evacuation is necessary, see that students are in a safe location away from traffic.
- b. Render any person injured in the accident reasonable assistance and call ambulance if the person needs medical assistance.
- c. Report accident to police.
- d. Complete accident report as required by the insurance company that the car is insured.
- e. If the vehicle is damaged to the extent that it cannot be operated safely, the driver shall arrange alternate transportation.

8. Traffic Violation

The driver of the vehicle shall be responsible for paying any fines assessed against him.

9. Parental Permission

Student passengers must obtain the written permission of their parents or guardians before riding in the vehicle.

10. Workers' Compensation

Department employees who transport students on a trip authorized by the principal are fully covered by Workers' Compensation.

Non-department employees who transport students on trips authorized by the principal in an unpaid or voluntary capacity are limited to medical and hospital coverage under Workers' Compensation.