



# Ka'Umeke Kā'eo

Hawaiian Immersion Public Charter School

I N K E A U K A H A

## Use Of Private Vehicle To Transport Students Policy

<b>Category:</b> Operational	<b>Policy Description:</b> Guidelines for use of private vehicles to transport students
<b>Approved Date:</b> 08/29/2017	<b>Replaces Policy Dated:</b> 09/16/2014
<b>Effective Date:</b> 08/29/2017	<b>Created By:</b> Ka 'Umeke Kā'eo Administration & Hawai'i Board of Education

### PURPOSE:

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

### DEFINITIONS:

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

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

### POLICY:

Students may be transported via private vehicles when it is impractical due to availability or economic factors to use the Ka 'Umeke Kā'eo school bus, charter a bus, and or use another school vehicle. Ka 'Umeke Kā'eo's bus should be used as the primary form of transportation. If the bus is not available, Ka 'Umeke Kā'eo will consider chartering a bus to transport students. Finally, if a chartered bus is impractical, private vehicles may be used to transport students, pursuant to BOE Policy 302-1.

- Obtain general approval from the Governing Board for the authorized used of private vehicles to transport students. For purposes of liability and the State's insurance policy, the Governing Board must determine annually whether private vehicles will be permitted to transport Ka 'Umeke Kā'eo students. If the Board authorizes the use of private vehicles to transport students, then it is up to the school administrator to oversee individual trips.
- Obtain specific approval from the Po'okumu for each trip. All trips must be approved by the Po'okumu, so each application must be reviewed on a case by case basis. The Po'okumu will be tasked with, among other things, overseeing the qualifications of the



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drivers and that all required information and requirements are met before a driver is approved.

- All standard transportation requirements for private vehicles apply when transporting students (e.g. wearing seat belt, no student under the age of 12 should ride in the passenger seat, Hawai'i's child passenger safety law requires children ages four through seven to ride in a child safety seat or a booster seat when riding in a motor vehicle, no children in the bed of a truck at anytime).
- All potential drivers will be required to complete and comply with policies on the Application For Use of Private Vehicle to Transport Students, and to submit a copy of their drivers license, insurance card, and a driving abstract not more than 12 months old. The Po'okumu will review documents and vet all drivers. Anyone with a moving violation on their driving abstract will not be permitted to transport students.
- Pursuance to HRS 286-181, Parent/Legal Guardian Authorization for each student to ride in a private vehicle is required in writing waiving the State's liability.

#### 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 Po'okumu.

##### 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 Hawai'i licensing regulations.

##### 3. Vehicle Insurance

All private vehicles shall be insured under a No-Fault policy meeting coverage requirements as outlined in Chapter 294, Hawai'i 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.



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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 Po'okumu) 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 Hawai'i 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 them.

## 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 Po'okumu are fully covered by Workers' Compensation.

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

## **APPLICABLE PROCEDURES:**



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**OTHER RELATED INFORMATION:**  
Application For Use Of Private Vehicle To Transport Students Form