



**File: EEB**

## **TRANSPORTATION OF STUDENTS IN DISTRICT-OWNED/LEASED VEHICLES**

The Harvard Public School District may use District-owned/leased vehicles to transport students participating in off-campus athletic events, field trips and/or other curricular or extracurricular activities under the direction and supervision of school personnel and with the prior approval of the Superintendent or the Superintendent's designee. The vehicles may also be used for transportation to or from school on an as needed basis. The parents of students to be transported under this policy will be informed as to this means of transportation.

Such vehicles shall be driven only by District staff authorized to drive students by the Superintendent or designee. All drivers must be at least 21 years of age and have a valid Massachusetts Driver's License or a valid Driver's License from the state in which the staff member resides. All drivers must:

- Self-attest that they have received not more than one moving violation in the past 12 months, and not more than two moving violations in the last 36 months.
- Have no felony convictions or DUI violations involving the use of a motor vehicle, or violations involving the operation of a motor vehicle while impaired.

All drivers shall comply with the following requirements in the use of any District-owned/leased vehicle:

- No tobacco and no smoking are permitted in the vehicle at any time, including e-cigarettes and vaping.
- No alcohol is permitted in the vehicle at any time.
- No illegal drugs and no marijuana, cannabis, cannabidiol (CBD), or tetrahydrocannabinol (THC) are permitted in the vehicle at any time.
- Drivers may not operate the vehicle at any time while impaired by any over-the-counter medication, prescription medication, and/or any illegal drug, or alcohol.
- Drivers must refrain from using a cell/mobile phone, headphones or other electronic device(s) while driving, with the exception of hands-free cell/mobile phone use, provided that such hands-free cell/mobile phone use does not create a distraction for the driver.
- Drivers may never have any student as the sole passenger in the District-owned/leased vehicle unless the student is the staff member's child.
- Drivers will follow all rules of the road including but not limited to speed limits.

District staff members will not receive additional compensation for transporting students under this policy. District staff members will not be required to transport students in a District-owned/leased vehicle; however, when District staff members commit to transport students under this policy, the staff members are required to satisfy their commitment.

Adopted: December 11, 2023