

**NON EMPLOYEE USE OF PRIVATE VEHICLES FOR TRAVEL TO  
SCHOOL-SPONSORED EVENTS****A. When district transportation is provided:**

1. Students are expected to use school transportation for all school-sponsored trips when provided. Parents may submit a written request to transport their own child(ren) to / from school-sponsored events to the Principal or his / her designee.
2. Those providing transportation must have a valid driver's license and must transport the student in a vehicle which has a current NH inspection sticker. A commercial license is required for any vehicle that has a capacity of 16 or more.
3. For off-campus activities, parents will sign students in with the advisor / coach if they have not previously checked in at the school.
4. Parents may check students out of an off-campus activity / event with permission of the coach / advisor. This is considered a dismissal. A written request to the Principal or his / her designee may be made for students to travel with a non parent / adult (over age 21) and a decision will be made on a per event basis.
5. When a student has a conflict between two school-sponsored events. A written request to the Superintendent of Schools for an exception may be made, and a decision will be made on a case-by-case basis.

**B. When district transportation is not provided:**

1. Transportation shall be the responsibility of the student and his / her family.