

PROCEDURE TITLE <b>EMPLOYEE TRANSPORTATION OF STUDENTS</b>		
ADOPTION/EFFECTIVE DATE <b>UNKNOWN</b>	MOST RECENTLY AMENDED <b>February 05, 2020</b>	MOST RECENTLY REAFFIRMED:
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY		

### I. Purpose

The purpose of this procedure is to establish regulations and criteria related to employee transportation of students.

### II. Definitions

- A. **Parent** means a student's biological parent or stepparent.
- B. **Custodian** means a person whom a court has granted rights to have care and custody of a student.
- C. **Guardian** means a person whom a court has ordered to act as the legal guardian of a student.
- D. **Administrator** means a principal, assistant principal, Pupil Personnel Worker, Director or a Supervisor of Transportation (or designee of the Director or a Supervisor of Transportation).

### III. Procedures

#### A. Employee Transport of Students

An employee may transport a student only if the employee is the lawful parent, custodian, or guardian of the student. Custodians or guardians are lawful and recognized only if such status is granted by court order.

#### B. Administrator Transport of Students

Administrators may transport a student only if:

1. The student has no means of transportation available to him or her and no reasonable expectation that transportation will be available to him or her; and,

2. The administrator has obtained permission from the parent, custodian or legal guardian prior to transportation being provided and can transport the child safely; and
  3. As to transportation of elementary school students or a student who may not be capable of decision-making which will protect the student's safety there is a parent or responsible adult present at the drop-off location; and,
  4. The administrator has considered other agencies, such as law enforcement agencies, as a means of transportation for the student.
- C. Administrators shall make a reasonable effort to transport a student in a county-owned vehicle before transporting a student in his/her personal vehicle.

**Approved By:**



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Sean W. Bulson, Ed.D.  
Superintendent of Schools

# PROCEDURE

Procedure Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Adopted	Unknown				
Amended	May 19, 2016				
Amended	February 5, 2020				

Responsibility for Procedure Maintenance & References	
LAST EDITOR/DRAFTER NAME: Patrick P. Spicer, Esquire	JOB POSITION OF LAST EDITOR/DRAFTER: General Counsel
PERSON RESPONSIBLE: Patrick P. Spicer, Esquire	JOB POSITION OF PERSON RESPONSIBLE: General Counsel
DESIGNEE NAME:	DESIGNEE POSITION:
PROCEDURE NUMBER PRIOR TO NOVEMBER 1, 2005:	

## LEGAL REFERENCES<sup>1</sup>

None.

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<sup>1</sup> All references are to specific federal or Maryland statutes or regulations. References are provided for convenience and informational purposes only and are not to be considered as exhaustive or as precluding Harford County Public Schools from relying upon any other statutes or regulations in support of a policy.