

**EAST MOUNTAIN HIGH SCHOOL**  
**NOTIFICATION OF RESPONSIBILITIES AND LIABILITIES**  
**WHEN TRANSPORTING STUDENTS**

School Insurance does not cover the use of private vehicles by parents, faculty members, and/or other staff who transport students on field trips, athletic events or other school sponsored activities.

Any driver who transports a student is liable for injuries to those passengers in the event of an accident. New Mexico State Law requires that vehicles be adequately insured. East Mountain High School requires that vehicles be insured to the following minimums:

Bodily Injury: \$100,000/Person  
 \$300,000/Accident

Property Damage: \$50,000/Occurrence

East Mountain High School requires that vehicles transporting students have seatbelts available for use by each student being transported and at no time will students be transported in the back of a truck, van or mini-van.

I have read the above and understand my responsibilities and liabilities.

	<b>YES</b>	<b>NO</b>
My vehicle is insured per EMHS minimums	_____	_____
Insurance Company: _____		
Required copy of Insurance Declaration Page provided	_____	_____
(Declaration page shows that you meet all minimum requirements set forth by EMHS)		
My vehicle has seatbelts available for each student to be transported.	_____	_____
I have a current valid driver's license, copy attached	_____	_____
License No. _____ Issuing State: _____		
My vehicle is in safe mechanical condition to safely transport students.	_____	_____

Signature of this form confirms that notification of driver's responsibilities and liabilities has been given.

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VEHICLE OWNER'S NAME	PHONE NUMBER
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ADDRESS

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SIGNATURE OF DRIVER	DATE
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# EAST MOUNTAIN HIGH SCHOOL

"Building Educational Excellence"

## APPLICATION FOR CERTIFICATION AS APPROVED VEHICLE DRIVER AT EAST MOUNTAIN HIGH SCHOOL

In accordance with the East Mountain High School Manual for School Transportation E-003, Driver Records

The school shall maintain in each approved driver's file, records verifying completion and up to date on all of the following information:

- a. A completed application form that meets or exceeds state and federal requirements;
- b. A check of the applicants driving record through the New Mexico Motor Vehicle Division, or a national driver register or other states' motor vehicle divisions; driver record shall be made monthly;
- c. A criminal background check in accordance with Section 22-10A-5, NMSA 1978; to determine if the applicant has a record of criminal convictions; the school shall maintain an agreement, authorization, waiver and release form, in addition to a criminal history affidavit in accordance with state licensure requirements.

I have read and understand the above listed items, and authorize EMHS to check each of these.

\_\_\_\_\_  
Signature

*See Administrative Procedures for Use of School Vehicle Handout for checking out and driving the vehicle owned by EMHS.*

Please fill in all of this information (in ink) and completely:

\_\_\_\_\_  
Applicant Name Date of Birth

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Driver's License Number State Issued

\_\_\_\_\_  
Social Security Number

THESE FORMS WILL BE USED FOR ACCESS TO YOUR DRIVING RECORD / THEY WILL BE KEPT SECURED BY THE EMHS TRANSPORTATION DIRECTOR



# EAST MOUNTAIN HIGH SCHOOL

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## Volunteer Chaperone

East Mountain High School recognizes the value and benefit of volunteers in the educational program and the operations of the school.

**Volunteer Category:** Regular - Chaperone

**Commitment Time:** As scheduled (see supervising faculty member)

**Reports to:** Assigned Faculty Member

### Qualifications:

- Sincere desire to assist students and faculty with field trips and off-campus events
- Ability to communicate with students and staff
- Ability to follow directions
- Should be mature, patient, compassionate and demonstrate a professional demeanor
- Acceptable criminal background check required

### Responsibilities:

- Respect and maintain the confidentiality of student records and information relating to the student and their personal or family life \_\_\_\_\_(Initial)
- Attend all required pre-trip meetings
- Supervise and ensure the safety of assigned students
- Meet with assigned teacher or supervising staff member to review course material, expectations and student goals of field trip, safety guidelines, trip itinerary
- Establish and maintain a professional working relationship with students and staff members
- Report disciplinary problems to supervising faculty member
- Request assistance from faculty supervisor when needed
- Abide by all East Mountain High School policies and procedures relating to volunteers

I have read and understand this document:

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal



# EAST MOUNTAIN HIGH SCHOOL

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## TRANSPORTING STUDENTS IN PRIVATELY-OWNED VEHICLES

The Principal recognizes that there are many instances in which a regular school bus or activity bus is unavailable or it is not practical or cost effective to provide transportation for student activity trips, and school business. The Governing Council recognizes that the New Mexico Public Education Department Transportation Regulation No. 9.5.3 permits the use of a school-owned or privately-owned vehicle with a rated capacity of (9) or fewer passengers to transport students on school sponsored activity trips, so long as the vehicle used meets Federal Motor Safety Standards for the category of the vehicle.

- A. The Principal shall be responsible for designating a school employee to administer activity trip transportation and the use of school-owned vehicles or privately-owned vehicles, whenever reimbursement for per diem or mileage for such trips is anticipated. The following minimal conditions shall apply to the use of such vehicles:
  1. A school employee shall be designated the responsible individual for all such trips.
  2. School owned vehicles shall be used and preferred over the use of privately owned vehicles whenever possible.
  3. The responsible employee shall assure that the driver of any school owned vehicle or privately owned vehicle on such a trip has in his or her possession during the trip a valid and current driver's license, and proof of minimum liability insurance for the vehicle. To drive for a school sponsored activity, a driver must be listed on the school's approved drivers list. The Principal or designee shall approve all drivers.
  4. The number of occupants of any school owned or privately owned vehicle shall not exceed nine, including the driver. No passenger vans (mini vans or full size vans) may be used for transporting students. The number of occupants shall not exceed the number of available seat belts. Only East Mountain High School students and activity participants shall travel in such vehicles. You must give the Principal or Principal's designee a list of passengers before taking a trip.
- B. The responsible employee shall assure that an activity trip ticket is prepared and approved for any vehicle used to transport students on such activity trips off of the campus of East Mountain High School. No students shall be transported in a school-owned vehicle unless the responsible employee has first obtained a medical release form and permission slip signed by the students parent / guardian.
- C. The responsible employee for the activity trip shall assure that activity trip sponsors perform their responsibilities as set forth in Staff Conduct with Students EMHS Policy G004, and New Mexico Public Education Department Regulation 6.60.9, Code of Ethical Responsibility, respectively.
- D. No privately owned vehicle which appears to be in unsafe condition shall be used on any school sponsored activity trip to transport participating students. No activity trips will be approved where hazardous road conditions exist.

- E. A driver operating a motor vehicle for the purpose of transporting students to and from a school sponsored activity shall not remain continuously on duty as a driver for a period of longer than ten (10) hours. When a driver has been continuously on duty; for ten hours, he or she will have at least eight (8) consecutive hours off duty. A driver shall not be permitted to remain on duty as a driver for a period longer than sixteen (16) hours in aggregate during any twenty four (24) hour period. When a driver is off duty, he / she is relieved of all responsibility for care and custody of the vehicle, its accessories, or any cargo or passengers. The duration of the driver's relief from duties shall be a specified adequate period of time to allow the driver to rest and to pursue activities of his or her choosing off the premises where the vehicle is situated.
- F. All school trips begin and end at school. School employees or drivers of privately owned vehicles will not pick up or drop off students at other locations, other than East Mountain High School.
- G. Students are not to be released into the care of their parents on activity trips without prior approval from the Principal, or Principal designee. Parents must submit a written letter of intent to take students from an activity trip, before the trip occurs.
- H. Never park in a questionable area. Examples of questionable areas include but are not limited to bars, dance halls, adult theaters, adult entertainment locations.
- I. Never drive a school owned or privately owned vehicle while on prescription medication, alcohol, or other questionable substances that could impair your driving abilities. Use of tobacco products is forbidden on any school sponsored activity trip.

I have read and agree to comply with the above stated policy:

\_\_\_\_\_  
Signature of Driver

\_\_\_\_\_  
Date



# EAST MOUNTAIN HIGH SCHOOL

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## GUIDELINES FOR VOLUNTEERS

School Volunteers will:

- Be in good physical and mental health. Disabilities will not prevent anyone from serving as a volunteer. Address any needs and concerns with school personnel.
- Be of any age. There are opportunities for family members, business members, students and retirees.
- Once cleared by Human Resources, be approved for any department at EMHS where assistance is needed. Approval is continuous from year to year as long as there is no break in service other than a summer break.
- Submit to a background check and fingerprinting bi-annually.
- Be under the supervision of a staff member. Volunteers are assigned to a staff member, classroom, or to the office staff who are responsible for the volunteer. It is the staff member's responsibility to give the volunteer a clear understanding of the type of performance or behavior expected by the students as well as any other correct knowledge needed for performance in the school setting. The Principals of the school may conduct a group or individual orientation to make sure the school's rules are being followed.
- Be invited to attend any trainings presented by the Human Resources Department on Child Abuse Reporting, Sexual Harassment in the school, and safety and emergency procedures. Contact the Human Resources Department for dates for these trainings.
- Enter through the Main Office area and sign in on the volunteer/visitor sign in sheet and obtain a Volunteer badge. Following sign in procedures allows school staff to know where to locate volunteers in case of an emergency and to document hours of service for volunteer recognition.
- Wear a Volunteer badge while serving. Proper identification allows volunteers to be recognized as special people and assures student safety.
- Follow the school's policy for adult dress code. Volunteers serve as very important role models to our students. Dress comfortably but appropriately.
- Maintain confidentiality. Student confidentiality is protected by law. Failure to respect a student's right to privacy has legal consequences for the volunteer and for the school.
- Report concerns for student safety. Any indication that a student is being hurt or may hurt themselves or others should be reported.
- Receive Worker's Compensation benefits if injured while serving. Report any injuries to the supervising staff member and to the Office Manager so that a report can be filed. Volunteers who are on the "Approved" list will be covered.

School Volunteers will NOT:

- Establish instructional objectives or lesson plans.
- Administer corporal punishment or determine punishment.
- Assume responsibility for an entire class in the absence of supervising staff.
- Give medication
- Use tobacco products or alcohol on school campus and during school sponsored events
- Discipline any student; it is the sole responsibility of school personnel.

I have read and agree to the above Volunteer Guidelines.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date