



## UNIVERSITY of NEW HAMPSHIRE COOPERATIVE EXTENSION

### **UNHCE TRANSPORTATION POLICY**

UNH Cooperative Extension staff and volunteers are encouraged not to arrange transportation for others. In most situations, transportation is the responsibility of the participant's family; including transportation to and from Extension program/activity sites. In rare cases where transportation in personal vehicles is arranged by Extension staff or volunteers as a part of their responsibilities with UNH Cooperative Extension, the driver must be an enrolled volunteer who has signed a Volunteer Agreement Form or an adult who has signed a trip specific Activity Driver Form prior to transporting others. Do not permit anyone to drive whose driving you know to be dangerous.

Volunteers must rely on their own automobile insurance when using personal vehicles while performing their volunteer duties. Volunteers who use their personal vehicles while performing their assigned duties shall be in compliance with all federal and state laws pertaining to use of such vehicles, including but not limited to, possession of a valid operators license, vehicle registration and inspection, and availability and use of safety devices. They must also have personal automobile liability coverage. The recommended level of liability coverage is at least \$300,000. Do not hesitate to ask to see proof of insurance coverage.

All drivers for Extension functions will be at least 21 years of age if transporting others or be either a certified school bus driver or a commercially licensed driver and employed in that capacity. The use of full-size 15 passenger style vans is prohibited. Seat belts must be worn by all passengers. The number of passengers will not exceed the number of properly functioning seatbelts in the vehicle. Do not allow passengers to ride in the back of pickup trucks. Youth who are known to cause trouble for drivers should be driven by their own parent or left at home.