

SCHOOL-RELATED TRIPS

Trips by School Vehicles

Besides taking students to and from school, school vehicles shall provide transportation for field trips and for special activities approved by the Governing Board. Such trips may be taken in buses or other school transportation vehicles owned, leased, or rented by the district. All vehicles shall meet federal and state standards.

The Superintendent or designee shall maintain procedures to regulate the use of the vehicles for approved school-related activities. Activity trips occurring outside of school hours shall be subject to the rules and policies regulating educational field trips. Student councils, parent-teacher associations, and any other organizations requesting transportation shall be fully responsible for the costs of the trip. To the extent that funding has been approved by the Board, such costs may be charged to the district.

Transportation by Private Automobile

The Superintendent or designee may authorize the transportation of students by private automobile for approved field trips and activities when the vehicle is driven by an adult who has registered with the district for such purposes by filing a completed School Driver Certification Form. When filing the School Driver Certification Form, all drivers shall be issued the Driver Instruction Form and asked to keep it in their car. All student passengers shall provide permission slips signed by their parents/guardians.

Drivers shall be required to possess a valid California driver's license and liability insurance of at least \$100,000 per occurrence.

Owners, drivers and passengers shall be informed that the registered owner and his/her insurance company are responsible for any accidents, which may occur. District personnel who frequently transport students in their private vehicles are urged to carry liability insurance of \$300,000 or more per occurrence.

A seat belt must be provided for each passenger.

Trucks and pickups may not transport more persons than can safely sit in the passenger compartment.

The number of passengers, including the driver, shall not exceed the capacity for which the vehicle was designed and should not in any case exceed 10. (Education Code 39830)

Owners furnishing private vehicles shall not accept reimbursement from passengers in excess of the cost of operating the vehicle. Reimbursement for the use of private transportation may be made from district funds.

(cf. 6153 - Field Trips)

SCHOOL-RELATED TRIPS (continued)

Legal Reference:

EDUCATION CODE

35330 Excursions and field trips

39830 School bus

39830.1 School pupil activity bus

39835 Use for community recreation

39837 Transportation of pupils to places of summer employment

39860 Transportation to special activities by district

SCHOOL-RELATED TRIPS

Transportation to Athletic Events

The Superintendent's designee shall prepare a fee schedule for athletic and rooster buses. Rooster bus application must be made by the principal ten days prior to date of use. He/she shall submit his/her request to the Assistant Superintendent, Education, for review of the request.

The Superintendent's designee shall compute the cost and notify the school principal upon receipt of the application. At least one certificated person shall accompany each bus and supervise the bus and the event.

SCHOOL DRIVER CERTIFICATION FORM

DRIVER (circle one) Employee Parent Volunteer

Name _____ Date of Birth _____

Address _____ Driver's License No. _____

Telephone No. () _____ Expiration Date _____

VEHICLE

Name of Owner _____ Year _____

Address _____ Make _____

License Plate No. _____ Registration _____

Expires _____

Seating Capacity _____ No. Seat Belts _____

INSURANCE INFORMATION

Insurance Company _____

Policy No. _____ Expiration Date _____

Liability Limits of Policy _____

(The minimum acceptable liability limit for privately-owned vehicles is \$100,000 per occurrence. If you transport students often, it is recommended that your coverage be \$300,000 per occurrence.)

Name of Agent _____

Telephone No. () _____

I certify that the information given above is true and correct. I understand that if an accident occurs, my insurance coverage shall bear primary responsibility for any losses or claims for damages.

Name _____ Date _____

DRIVER INSTRUCTION FORM

When using your vehicle to transport students on field trips or other school activity trips, please:

1. Be sure that you have a valid driver's license and current liability insurance of at least one hundred thousand dollars \$100,000 per occurrence.
2. Check the safety of your vehicle: tires, brakes, lights, horn, suspension, etc.
3. Carry only the number of passengers for which your vehicle was designed. If you have a truck or pickup, carry only as many as can safely sit in the passenger compartment.
4. Require each passenger to use a safety belt.