

**TRANSPORTATION FOR SCHOOL-RELATED TRIPS**

The district may provide transportation for students, employees, and other individuals for field trips and other school-related trips approved according to Board policy and administrative regulation.

The Superintendent or designee shall determine the most appropriate and cost-effective mode of transportation for each approved trip.

When district transportation is provided, students may be released from using district transportation only with the advance written permission of their parents/guardians.

School-related organizations requesting transportation shall be fully responsible for the costs of their trips unless funding has been approved by the Board of Education.

The Superintendent or designee shall ensure that the district has sufficient liability insurance when field trips or excursions involve either transportation by district vehicles or travel to and from a foreign country. When a trip to a foreign country is authorized, liability insurance shall be secured from a carrier licensed to transact insurance business in that country. (Education Code 35330)

It shall be the responsibility of the principal to insure that the following rules and regulations are met:

1. All vehicles and drivers shall meet federal and state regulations and codes.
2. Only approved vendors will be allowed to provide transportation for educational field trips.
  - a. Evidence of liability insurance shall be required in an amount of not less than \$1,000,000 for any single injury and not less than \$5,000,000 for any one occurrence.
  - b. Approval must be obtained at least three weeks prior to the event.
  - c. There will be no smoking by drivers and passengers in private vehicles during student field trips.
3. The Superintendent or designee shall maintain procedures to regulate the use of the vehicles for approved school-related activities.

Trips occurring outside of school hours shall be subject to the rules and policies regulating educational field trips.

4. Student councils, parent-teacher associations, and any other organization requesting transportation shall be fully responsible for the costs of the trip.

**TRANSPORTATION FOR SCHOOL-RELATED TRIPS** (continued)**Transportation by Private Vehicle**

The Superintendent or designee may authorize the transportation of students by private vehicle when the vehicle is driven by an adult age 21~~5~~ or older who possesses a valid California driver's license or, if he/she is a nonresident on active military duty in California, possesses a valid license from his/her state of residence. To be approved, a driver shall have a good driving record and possess at least the minimum insurance required by law. Any person providing transportation to district students in a private vehicle shall register with the district for such purposes.

When district transportation is not available, responsible parents/guardians or volunteers may use their own cars for transportation under rules and regulations as established and maintained by the administration.

1. Private vehicles used to transport students shall be fully insured as follows:
  - a. Public Liability: Minimum of \$100,000 per person  
Minimum of \$300,000 per accident.
  - b. Property damage: Minimum of \$100,000 per accident.
  - c. Uninsured motorist: Minimum of \$100,000 per accident.
  - d. Medical: Minimum of \$5,000 per person
2. Private vehicles shall not carry more passengers in a vehicle than the number of seat belts. Seat belts shall be used at all times.
3. Seat belts and children's car seats must meet all Federal motor-vehicle safety standards.
4. Students less than eight ~~six~~ years old, or weighing less than 60 lbs. must be secured in a child's car seat.
5. Private vehicles which have space for nine passengers, shall carry, for safety reasons, only seven passengers plus the driver.

California law states that if more than eight students are to be transported in one vehicle, a certified school bus must be used.

6. Students, parent/guardians, volunteers, or school district employees shall not be transported in an open vehicle such as a pickup flat bed. An exception may be made for school parades, which are supervised and controlled situations, when parent/guardian permission is obtained.

**TRANSPORTATION FOR SCHOOL-RELATED TRIPS** (continued)

7. Drivers of private vehicles on school authorized trips must be at least 21 years of age and shall possess a valid California driver's license.
8. Drivers of private vehicles on school authorized trips must complete the district form at least two weeks prior to the date of the field trip.
9. Students may not be designated as drivers to transport other students on school authorized trips.
10. The district may permit students to provide their own transportation to or between school-related activities.
11. Smoking will not be permitted by the driver or passengers in private vehicles during school authorized trips.
12. In accordance with Education Code 35330, "All persons making the field trip or excursion shall be deemed to have waived all claims against the district or the State of California for injury, accident, illness, or death occurring during or by reason of field trip or excursion.
13. Owner, drivers and passengers shall be informed that the registered owner of the vehicle and his/her insurance company are responsible for any accidents, which may occur.
14. Owners furnishing private vehicles for transportation shall not require reimbursement from passengers.
15. Parental consent for students to be transported by private vehicle must be secured in writing for each student prior to the educational field trip.

Drivers shall receive safety and emergency instructions which shall be kept in their vehicle.

The driver or any other person shall not smoke or have in his/her immediate possession a lighted pipe, cigar, or cigarette containing tobacco or any other plant when there is a minor in the motor vehicle, whether the motor vehicle is in motion or at rest. (Health and Safety Code 118948)

**Passenger Restraint Systems**

All drivers shall wear safety belts in accordance with law. In addition, drivers shall ensure that: (Vehicle Code 27315, 27360, 27360.5, 27363)

AR 3541.1(d)

**TRANSPORTATION FOR SCHOOL-RELATED TRIPS** (continued)

1. A child who is under age 8 or under 60 pounds, unless exempted in accordance with Vehicle Code 27360 or 27363, is properly secured in a rear seat in an appropriate child passenger restraint system meeting federal safety standards.
2. All other children are properly secured in either a child passenger restraint system or safety belt.
3. All other passengers wear seat belts.
4. Specific airbag requirements must be followed when placing students in a seat in a car that is equipped with air bags. In many cases, children under the age of 12 years are not allowed to sit in seats with air bags.
5. Drivers transporting students must possess a good driving record, with no moving violations within the previous year, and no reckless driving or driving under the influence of drugs or alcohol within the past five years.
6. Drivers transporting students must not use mobile or cellular telephones while the car is in motion unless it is an extreme emergency.

*Legal Reference:*

EDUCATION CODE

35330 Excursions and field trips

35332 Transportation by air

39830 School bus

39830.1 School pupil activity bus

39860 Transportation to special activities by district

44808 Liability when students not on school property

HEALTH AND SAFETY CODE

118947-118949 Prohibition against smoking in motor vehicle with minor

VEHICLE CODE

12814.6 Limitations of provisional driver's license

27315 Mandatory use of seat belts in private passenger vehicles

27360-27360.5 Child passenger restraint systems

27363 Child passenger restraint systems, exemptions

*Management Resources:*

WEB SITES

California Department of Motor Vehicles: <http://www.dmv.ca.gov>

California Highway Patrol: <http://www.chp.ca.gov>

California Office of Traffic Safety: <http://www.ots.ca.gov>

National Highway Traffic Safety Administration: <http://www.nhtsa.dot.gov>