

## **TRANSPORTATION FOR SCHOOL-RELATED TRIPS**

The District may provide transportation for students, employees and other individuals for field trips and excursions approved according to Board policy and administrative regulation.

(cf. 3312.2 - Educational Travel Program Contracts)

(cf. 3540 - Transportation)

(cf. [3541](#) - Transportation Routes and Services)

(cf. [6153](#) - School-Sponsored Trips)

The Superintendent or designee shall determine the most appropriate and cost-effective mode of transportation for each approved trip. He/she may authorize the use of District vehicles, contract to provide transportation, or arrange transportation by the use of other vehicles.

When District transportation is provided, students may be released from using District transportation only with the advance written permission of their parent/guardian.

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

(cf. [1230](#) - School-Connected Organizations)

The Superintendent or designee shall ensure that the District or contractor has sufficient liability insurance for transportation on school-related trips. When field trips or excursions involve either transportation by District vehicles or travel

(cf. [3530](#) - Risk Management/Insurance)

### **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 or older who possesses a valid California driver's license or a valid license from his/her state of residence if he/she is a nonresident on active military duty in California. A driver shall be required to have a good driving record and possess at least the minimum insurance required by law. Any person providing transportation in a private vehicle shall have registered with the District for such purposes.

(cf. [1240](#) - Volunteer Assistance)

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

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All student passengers shall submit permission slips signed by their parents/guardians. Teachers shall ensure that each driver has a copy of the permission slip for each student riding in his/her vehicle.

The number of passengers, including the driver, shall not exceed the capacity for which the vehicle was designed. Motor trucks may not transport more persons than can safely sit in the passenger compartment. The driver shall also ensure that manufacturer's recommendations for his/her vehicle are followed regarding the seating of children in seats equipped with airbags.

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)

### **Use Of District-Owned Vehicles**

In accordance with Board Policy, District vehicles shall be used only for conducting the official business of the District and are not to be used by employees or private citizens for personal reasons or monetary gain.

1. Vehicles assigned to the instructional operations, personnel, and business departments may be available after working hours for District business purposes.
2. Buses and special education vans assigned to the transportation department are only intended for use in providing transportation to and from schools and for field trips and student activities.
3. Other vehicles assigned to the transportation department may be available after working hours for District business purposes.
4. A District vehicle shall not be taken to an employee's home except on prior approval of the appropriate division head. Exceptions may be granted:
  - a. When the vehicle is to be used by an employee in the conduct of school business outside the normal working day
  - b. When the return of the vehicle from a business trip to the site of assignment will involve unnecessary time or mileage
  - c. When it has been determined that it is not feasible for an employee to use his/her personal vehicle for the trip
5. Employees using District vehicles, either during the day or night or to or from work, are not to conduct any personal business using the vehicle, such as stopping at a store on the way home.

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6. With the approval of the Manager of Business Services/CBO, vehicles may be taken home after hours by designated employees whenever the nature of their assignment requires immediate response for emergencies affecting the District.

### Passenger Restraint Systems

All drivers shall wear seat belts and shall ensure that all passengers are properly secured in seat belts or child passenger restraint system in accordance with law. In addition, drivers shall ensure that: (Vehicle Code [27315](#), [27360](#), [27360.5](#), [27363](#))

A child who is under age 8 years shall be properly secured in a rear seat in an appropriate child passenger restraint system meeting federal safety standards, except under any of the following circumstances: (Vehicle Code [27360](#), [27363](#))

1. The child is four feet nine inches or taller, in which case a safety belt may be used.
2. Use of a child passenger restraint system would be impractical by reason of physical unfitness, medical condition, or size and an appropriate special needs child passenger restraint system is not available.
3. There is no rear seat, the rear seats are side-facing jump seats or rear-facing seats, the child passenger restraint system cannot be installed properly in the rear seat, all rear seats are already occupied by children under age 8 years, or medical reasons necessitate that the child not ride in the rear seat.
4. The child is otherwise exempted by law.

#### 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

##### PUBLIC UTILITIES CODE

5384.2 District not liable for charter-party carrier

##### VEHICLE CODE

545 School bus, definition

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

## **TRANSPORTATION FOR SCHOOL-RELATED TRIPS**

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>

Policy Adopted: 11/24/81

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Amended: 1/28/88

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