

TRANSPORTATION FOR SCHOOL-RELATED TRIPS

Use of District Owned Vehicles

It is the policy of the Board of Trustees that District-owned vehicles, including but not limited to buses, trucks, and tractors, be utilized in such a manner as to provide the greatest service to the instructional program of the District. In implementing this policy, it is the intent of the Board that the District vehicles are to be used 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.

The Superintendent is authorized to assign District vehicles for use on a 24-hour per day basis when in his judgment such assignment is consistent with the intent of this policy. He shall also be responsible for establishing administrative regulations for the use and assignment of District vehicles.

A Transportation Request (Form HSD 53 (6/03)) must be completed prior to any transportation related to school business or instruction and submitted at least 30 days before the event.

Special Transportation for School-Related Trips

All student activities in which the buses are used, except home-to-school or school-to-school transportation, must have a certificated employee in each bus.

When a bus is provided for student body activities, for rooters, or for the band or athletic events, the student body shall pay the estimated mileage cost plus depreciation.

All field trips in which school buses are used must have prior approval of the Superintendent or his/her designee.

Late activity buses may be approved by the Superintendent to take students home after recreation activities or athletic practices.

Transportation by Private Vehicle

The Governing Board of the Salinas Union High School District may authorize the use of private automobiles when the drivers are performing business in behalf of the District. The Board will establish a reimbursement rate per mile for such travel.

The provisions of this policy shall exclude private home-to-school transportation.

Conditions of transportation:

1. The use of private automobiles for District transportation purposes must have the prior approval of the principal of the school

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2. The principal shall grant such authority only when the applicant has completed and signed an application form
 - a. Parents and students shall complete the "Notice" form for each separate, different use, except that continuing use for the same type of activity need be filed only once per school year
 - b. Staff members who may use their cars during the school year shall be required to file the "Notice" only once per school year
3. Activity trips occurring outside of school hours shall be subject to the rules and policies regulating education field trips
4. Student councils, parent-teacher associations, and any other organization 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
5. Drivers shall be required to possess a valid California driver's license, maintain a good driving record, and maintain sufficient liability and accident insurance coverage which meets or exceeds District requirements
6. The Superintendent shall maintain procedures to enforce the requirements listed above

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

VEHICLE CODE

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

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

National Transportation Safety Board: <http://www.nts.gov>

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

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