

**SAN LORENZO
UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE REGULATIONS**

Business and Noninstructional Operations

AR 3541.1 (a)

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 Regulations. All chaperones for trips shall be at least 18 years of age or older. Parents accompanying their child on school trips and all teachers/coaches shall act as chaperones and shall not bring non-school aged children on the trip with them.

Chaperones are responsible to keep order among the students on the bus and assist the bus driver as requested.

Use of charter type buses shall only be from a list of District approved companies. These companies shall be required to have a current minimum \$ 5,000,000 liability insurance with an admitted carrier and their SPAB status is current and in good standing with the California Highway Patrol.

Schools shall submit their request for a charter trip to the transportation department via the most current trip request format. The transportation department may inspect charter buses prior to departure on trips to ensure all drivers and buses are properly certified.

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 parent/guardian.

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

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)

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. 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 in a private vehicle shall register with the district for such purposes and provide a California DMV K-4 driving record report to the transportation supervisor a minimum of 3 days prior to using their vehicle to transport any school child. The transportation supervisor will then enroll that individual in the DMV Pull Notice Program which will provide annual driving record reports as well as any driving convictions that may occur. The driver shall also provide a copy of their valid insurance verification to be kept on file.

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

All student passengers shall submit permission slips signed by their parent/guardian. 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 the manufacturer's recommendations for his/her vehicle are followed regarding the seating of children in seats equipped with airbags.

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)

1. A child who is under age 6 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.

Legal Reference:

EDUCATION CODE

35330 Excursions and field trips

35332 Transportation by air

Business and Noninstructional Operations (continued)

3541.1 (c)

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

Board Adopted: October 7, 2008