

Business and Noninstructional Operations

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.

School-Related Trips (continued)

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 ten. (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)

Legal Reference:

EDUCATION CODE

- 35330 Excursions and field trips
- 39830 School bus
- 39835 Use for community recreation
- 39837 Transportation of pupils to places of summer employment
- 39860 Transportation to special activities by district

Policy  
adopted: September 1990

NORRIS SCHOOL DISTRICT  
Bakersfield, California

SCHOOL DRIVER CERTIFICATION FORM

DRIVER (circle one)      Employee      Parent/Guardian      Volunteer

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ Driver's License No. \_\_\_\_\_

\_\_\_\_\_ Expiration Date \_\_\_\_\_

Telephone No. (    ) \_\_\_\_\_

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 \_\_\_\_\_