

SCHOOL-RELATED TRIPS

A. Purpose and Scope

To provide guidance and direction for all District Staff, students, parent transportation-providers and the Transportation Department regarding the transportation of students. This regulation governs scheduling of buses, maintenance and use of district vehicles and private vehicles.

This regulation applies to the transportation of students on school-related trips which meet any of the following criteria:

1. A stipend is paid to an employee to provide supervision at an event to which the one or more students are being transported.
2. One or more students being transported are participants in a school related activity and officially represent the school (sports teams, etc.)
3. One or more students are transported to a school related event which occurs during normal school hours.
4. One or more students are being transported in a vehicle designed to transport ten (10) or more passengers.

Activities **NOT** included in this regulation include transportation to and from activities which are not sponsored by, nor related to Tracy Unified School District, nor district or school-related activities :

1. In which the students are observers rather than participants (such as audience members at an athletic event, school board meeting, etc.).
2. In which students are departing from a location other than their school in a vehicle which is not owned by Tracy Unified School District, and which is designed to transport nine (9) or fewer passengers (such as proms, dances, etc.)
3. On a district-owned vehicle providing home-to-school and school-to-home transportation.
4. In which students leave campus to attend a non-school activity (dentist appointments, etc).

B. General

Transportation by Private Vehicle

A driver may transport students to district sponsored activities by private vehicle when the vehicle is driven by any driver 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 authorized, a driver shall have a good driving record and possess insurance at the following levels:

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Liability	\$100,000 each person \$300,000 per occurrence or \$300,000 Single Limit
Property Damage	\$ 25,000
Medical	\$ 5,000 while riding as a passenger

C. Forms used and Additional References

1. Vehicle Use Form for district vehicles
2. Vehicle Inspection Report
3. Repair Request Form
4. Field Trip Request Form

D. Procedure

Transportation Using District Owned Vehicles

Each school/department must submit a vehicle use request form to the Transportation Department at least fifteen (15) working days in advance of the trip date. Verbal requests will NOT be accepted. It is understood that in some circumstances, it is not practical to submit a request fifteen days in advance. In these circumstances, the transportation department will attempt to promptly process the request. It cannot be guaranteed that transportation will be provided.

The request must include school/department, drivers name and license number, destination, time, passenger count and principal, director or administrative signature. District employees may ONLY use district vehicles. District vehicles MUST be picked up and returned to the District Service Center on the corner of Lowell Avenue and Corral Hollow. Each vehicle MUST be parked in the stall from which they were taken.

Each driver shall be responsible for checking and documenting the following items prior to departing the transportation yard.

- a) The driver has reviewed and understands the written safety and emergency instructions, which will be maintained in the vehicle while under the control of the driver
- b) The driver has viewed, at least annually, a safe driving video
- c) Fluids will be checked by the Transportation Department.
- d) All lights (including turn signals and brake lights)
- e) Check windshields for damage, windshield wipers and mirrors.

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- f) Tire Condition
- g) Ensure first aid kit, fire extinguisher and reflectors are present and operable.
- h) Check doors for proper operation
- i) Check last date of inspection (must be within 90 days)

Any noted defects **MUST** be brought to the immediate attention of the Transportation Department.

Documentation of any vehicle malfunctions during the trip **MUST** be noted on a vehicle inspection report and turned into the Transportation Department at the end of each trip.

The inspection is **IMPORTANT** to ensure vehicle safety. Each vehicle is inspected by a qualified mechanic every 90 days. If a driver finds a problem with a vehicle, he/she should notify the Transportation Department **IMMEDIATELY**.

Transportation by Private Vehicle

Any person providing transportation in a private vehicle shall register, and be approved by an authorized employee designated by the site administrator. The authorizing employee shall check to ensure the driver has a valid driver license and adequate insurance, and shall ensure the driver is provided written safety and emergency instructions, and has viewed, at least in the last year, a safe driving video.

Drivers shall receive written 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.

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All drivers shall wear safety belts in accordance with law. In addition, drivers shall ensure that:

1. A child who is under age 6 and under 60 pounds, unless exempted in accordance with Vehicle Code 27360, 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.

Drivers shall be required to possess a valid **vehicle insurance certificate/card** which verifies liability insurance as prescribed in B.1 above.

Transportation by School Bus and Charter Bus

Each school/department must submit an Application for Bus Transportation Form to the Transportation Department at least fifteen (10) working days in advance of the trip date. Verbal requests will NOT be accepted. It is understood that in some circumstances, it is not practical to submit a request ten days in advance. In these circumstances, the transportation department will attempt to promptly process the request. It cannot be guaranteed that transportation will be provided.

The request must include school/department, destination, time, passenger count and principal, director or administrative signature.

E. Reports Required

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F. Record Retention

Transportation Office

G. Responsible Administrative Unit

Business Services

H. Approved By

Assistant Superintendent for Business Services