

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.

1. This regulation applies to the transportation of students on school-related trips which meet any of the following criteria:
 - a. A stipend is paid to an employee to provide supervision at an event in which one or more students are being transported.
 - b. One or more students being transported are participants in the activity and officially represent the school (i.e. sports teams, debate competitions, etc).
 - c. One or more students are transported to a school related event which occurs during normal school hours.
 - d. One or more students are being transported in a vehicle designed to transport ten (10) or more passengers.

2. 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:
 - a. In which the students are observers rather than participants (such as audience members at an athletic event, school board meeting, etc.).
 - b. 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, dances, etc.)
 - c. On a district-owned vehicle providing home-to-school and school-to-home transportation.
 - d. In which students leave campus to attend a non-school activity (dentist appointments, etc.).

B. General

1. Transportation by Private Vehicle

Before transporting students on any field trip or activity by private vehicle, drivers shall:

- a. Register with the school site and district for such purposes and complete all volunteer and driver requirements of the District; and
- b. Have your DMV driving record added to the District Pull Notice Program and reviewed and approved by the District.
- c. Check the safety of the vehicle: tires, brakes, lights, horn, suspension, etc.
- d. Turn in names of all students to be transported to school site office prior to departure.

All student passengers shall provide permission slips signed by their parents/guardians.

In case of emergency, stay calm, keep all students together and call your trip coordinator and/or coach.

Drivers shall be required to possess a valid California driver's license and liability insurance of at least \$100,000 each person and \$300,000 per occurrence Liability and \$50,000 property damage or higher.

Owners, drivers and passengers shall be informed that the registered owner and the vehicle operator and the insurance company of each are responsible for any accidents which may occur.

All drivers and passengers **MUST** wear seat belts or use appropriate child restraint systems meeting federal safety standards in accordance with law. (Vehicle Code 27315)

Trucks and pickups may not transport more persons than can safely sit in the passenger compartment. The number of passengers, including the driver, shall not exceed the capacity for which the vehicle was designed.

In no case should any private vehicle exceed nine (9) passengers. (Education Code 39830)

2. Transportation in District Owned Vehicles

ONLY District employees and District Approved Athletic Volunteer coaches may 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.

To reserve a District Owned Vehicle for use, each school/department must submit a vehicle use request form to the Transportation Department no less than 30 days in advance of the trip date. The request must include school/department, drivers name and license number, destination, departure and return times, passenger count (not to exceed 7 passengers and a driver), and principal, director or administrative signature. For safety

and to provide stand-by coverage for emergencies, if a vehicle will be used for multiple days an itinerary must be included with the request indicating dates, times and locations the vehicle will travel. If using multiple vans for the same date, one form per van/driver must be completed.

Verbal requests will NOT be accepted. It is understood that in some circumstances, it is not practical to submit a request 30 days in advance. In these circumstances, the transportation department will attempt to promptly process the request. All Vehicle Use Requests are processed on a first-come-first-serve basis. It cannot be guaranteed that vehicles will be available for any given date.

a. Confirmation

Vehicle requests will be confirmed prior to the scheduled date of the trip. Confirmation will be forwarded to the requester listed on the form to coordinate with the staff/volunteers that are driving.

b. Cancellation/Changes

Drivers must contact the Transportation office as soon as they become aware of a change or trip cancellation to allow the Transportation Department to cancel or rearrange emergency standby for after-hours use. In addition, this will allow the Transportation Department to utilize the vehicle as needed else-where.

c. Picking Up Keys for District Vehicles

District vehicles are prepared for trips based on the pick-up time indicated on the Vehicle Request Form. Drivers should not pick up vehicles earlier than specified on the form, as they may not be fueled, fluid levels checked, etc. Keys are to be picked up in the Transportation Department office between the hours of 5:00 am and 5:00 pm Monday through Friday (excluding District Holidays). If a vehicle is needed before these hours or on a holiday or weekend, the driver should plan to pick up the keys before 5:00pm the last business day before the trip.

d. Capacity

The capacity of each vehicle shall not be exceeded at any time. Per law, no District vehicle shall exceed nine (9) passengers. (Education Code 39830)

e. Cost

The Transportation Department will be responsible to send out a current fee schedule at the beginning of each school year to the School Site Secretaries.

Each user is responsible for any damage and the cleanliness of each vehicle. User's will be charged for any damage or cleaning costs of excessively dirty vehicles.

f. Vehicle Inspection

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

- Engine Fluids will be checked by the Transportation Department.
- Fuel level
- All lights (including turn signals and brake lights)
- Check windshields for damage, windshield wipers and mirrors.
- Tire Condition
- Check doors for proper operation
- Start mileage and end mileage

Documentation of vehicle condition MUST be turned into the Transportation Department at the end of each trip. Any noted defects MUST be brought to the immediate attention of the Transportation Department.

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.

g. Repair Request for District Vehicles

When a vehicle fails to function properly, it is the driver's responsibility to report it immediately, by completing a "REPAIR REQUEST FORM". If the driver feels the assigned vehicle is inoperable, the driver shall notify the Transportation Department immediately. All attempts shall be made to repair the defect or provide another vehicle.

h. Emergency Contact Information Packet

Each driver shall be provided with Emergency Contact Information. This information shall include the following.

1. What to do in an accident or breakdown
2. Emergency Telephone Numbers

i. Safety Information

Prior to operating a district vehicle or to traveling to or from a district sponsored event, each driver shall review the following information with all passengers prior to departure:

- Use of Seat belts (require each passenger to use a safety belt)
- Staying Seated/Facing Forward
- Talk Quietly
- Carry only the number of passengers for which the vehicle was designed.
- Location of Emergency Information

3. Transportation in School Bus/Charter Bus

Each school/department must submit an Application for Bus Transportation Form to the Transportation Department at least thirty (30) 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 thirty (30) 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. Bus Transportation requests are processed on a first come first serve basis.

The Application for Bus Transportation must include school/department, destination, time, passenger count and principal, director or administrative signature. If the trip is out of state or overnight, board approval must be obtained prior to submitting the request. Bus Transportation requests are processed on a first come first serve basis. It cannot be guaranteed that transportation will be available on any date requested.

Field trip assignments will be rotated based on a seniority list of permanent Transportation Employees who have School Bus driving in their job duties, and that have signed up for field trips at the yearly in-service meeting. Assignments shall be assigned in accordance with the most current negotiated and approved CSEA Master Agreement.

a. Rotation Lists

There will be two field trip rotation lists:

- Week day trips
- Week-end trips

Week day trip defined:

A scheduled bus trip Monday through Friday excluding Holidays.

Week-end/Holiday trips defined:

A scheduled bus trip scheduled on week day holiday and non-holiday and holiday weekends.

b. Hazardous and/or Long-Distance Driving

Certain extra trips may require hazardous and/or long-distance driving. These trips may only be assigned to drivers demonstrating proficiency in the geographic areas (mountain terrain, high population density, etc.), and/or the equipment (type of bus, type of transmission, etc.). For such trips, proficiency will be determined by the director of transportation or designee and/or a Driver/Trainer/Dispatcher based on proficiencies documented in drivers training files.

c. Driving Prevented by Law

If a permanent driver commits to an extra-curricular trip which is scheduled to end by a time which allows for eight (8) consecutive hours before their next scheduled work day but because of unforeseen circumstances, the trip does not end in time to meet this legal requirement, the driver shall not be required to report to duty until the eight (8) consecutive hour criteria has been met. Such circumstance must be reported to the Transportation Department immediately. The driver may be paid and work their full contracted hours with a variation of schedule for that day.

d. Training

The District will provide sufficient training for drivers to become qualified to drive all District busses. In addition, the District will provide paid time to all drivers in order to comply with state regulations for certification, re-certification and First Aid.

e. Safety Information

Prior to departure of a School Bus/Charter Bus Trip Driver shall review the following information with all passengers prior to departure:

- Emergency Exit location and operation (**must remain unlocked with vehicle is in use**)
- Location of Emergency equipment

4. Student Drivers

Students shall not drive themselves to or from school related events without express written permission from the parent or guardian of the student. Students will drive themselves only to events within the geographic boundaries of the school district. Under no circumstance shall students drive other students to school related events.

5. Bicycles

Students may transport themselves to school events within the geographic boundaries of the district by bicycle only with completion of a parent waiver form signed by the parent or guardian of the student. Student shall wear all required safety gear as required by law when operating their bicycle.

6. Parades

Parades are recognized as a special circumstance for transporting students. Vehicle codes allow that when appropriate permits have been approved, roads may be closed and designated a parade route. These designated routes limit speeds to less than 6 (six) miles per hour and allow for other safety standards.

Transportation of students in parades will be dealt with on a case by case basis with safety standards regulated by the site principal. Passengers will not occupy vehicle compartments not designed for passengers or cargo.

All student parade participants shall have a parent permission form signed by parents or guardians prior to the event

C. Forms used and Additional References

- a) Vehicle Use Form (for both district vehicles)
- b) Use of Private Vehicle in Transporting Pupils (non-district vehicle use)
- c) Volunteer Driver Information Form
- d) Authorization for release of driver record information
- e) Vehicle Inspection Report
- f) Repair Request Form
- g) Field Trip Request Form
- h) Volunteer Application

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