

Business and Noninstructional Operations

Transportation For School-Related Trips

The district may provide transportation for students, employees, and other individuals for field trips and other school-related trips approved according to Board policy and administrative regulation. (cf. 3312.2 - Educational Travel Program Contracts) (cf. 3540 - Transportation) (cf. 3541 - Transportation Routes and Services) (cf. 6153 - School-Sponsored Trips)

The Superintendent or designee shall determine the most appropriate and cost-effective mode of transportation for each approved trip. He/she may authorize the use of district vehicles, contract to provide transportation, or arrange transportation by the use of other vehicles.

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) (cf. 3530 - Risk Management/Insurance)

When district transportation is provided, students may be released from using district transportation only with the advance written permission of their parents/guardians. (E 3541.1 A)

School-related organizations requesting transportation shall be fully responsible for the costs of their trips unless funding has been approved by the Governing Board. (cf. 1230 - School-Connected Organizations)

School buses shall be used to transport students to and from school and for extracurricular activities and other school activities. Under restricted circumstances, commercial charter buses can be used. However, this would be the exception and not the rule.

Private charter buses may be used if all the following conditions are met:

1. A trip request is filed by the school site and approved by the Superintendent or designee prior to the District entering into any contractual agreement with carriers.
2. The trip is outside of the tri-county area.
3. The trip is not funded by the District.

Transportation For School-Related Trips (continued)

4. The round trip exceeds ten hours.
5. The commercial charter bus meets all requirements of a School Pupil Activity Bus (SPAB) as per California Highway Patrol HP 82.7, Passenger Transportation Safety Handbook.

If commercial bus transportation is used, it is the responsibility of the Transportation Department to check the (SPAB) certification for both the bus and driver. The cost, if any, of such inspection is borne by the school site. The contractor should be advised in advance that a copy of the form must be submitted to the Transportation Department prior to the trip.

A school will not be charged more than the commercial rate on round trips that exceed 200 miles if District transportation is used. It will be the responsibility of the Business Division to check the commercial rate and charge the school. Each year, the Business Division will identify the SPAB approved charter bus company which will be used for price comparison.

EXCEPTION: Commercial transportation may be used for California Interscholastic Federation Playoffs and/or competitive events even though they do not meet the conditions listed in Items 2, 3 and 4 above.

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 volunteer or district employee who is age 21 or older who possesses a valid California driver's license or, if he/she is a nonresident on active military duty in California, possesses a valid license from his/her state of residence. To be approved, a driver shall have a good driving record (in that they have not been convicted of drunk driving, driving under the influence of drugs, or of reckless driving within the last five years.) and possess at least the minimum insurance required by law. Any person providing transportation to district students in a private vehicle shall register with the district for such purposes following the volunteer procedures which include providing the district with fingerprint clearance, California driver's license number, appropriate insurance and shall complete a district safety class. (cf. 1240 - Volunteer Assistance) (E 3541.1 B and C)

Transportation For School-Related Trips (continued)

District drivers, including volunteer drivers, shall complete a district safety class prior to transporting students. Upon completion of the safety class, drivers shall receive safety and emergency instructions which shall be kept in their vehicle.

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

The driver or any other person shall not smoke or have in his/her immediate possession a lighted pipe, cigar, or cigarette containing tobacco or any other plant when there is a minor in the motor vehicle, whether the motor vehicle is in motion or at rest. Additionally, the driver or any other person shall not wear clothing that displays alcohol, drug or tobacco references. (Health and Safety Code 118948)

The driver or any other person shall not have firearms in the vehicle when there is a minor in the motor vehicle, whether the motor vehicle is in motion or at rest.

Passenger Restraint Systems

All drivers shall wear safety belts in accordance with law. In addition, drivers shall ensure the following: (Vehicle Code 27315, 27360, 27360.5, 27363)

1. A child who is under age 8 years shall be properly secured in a rear seat in an appropriate child passenger restraint system meeting federal safety standards, except under any of the following circumstances: (Vehicle Code 27360, 27363)
 - a. The child is four feet nine inches or taller, in which case a safety belt may be used.
 - b. Use of a child passenger restraint system would be impractical by reason of physical unfitness, medical condition, or size and an appropriate special needs child passenger restraint system is not available.

Transportation For School-Related Trips (continued)

- c. There is no rear seat, the rear seats are side-facing jump seats or rear-facing seats, the child passenger restraint system cannot be installed properly in the rear seat, all rear seats are already occupied by children under age 8 years, or medical reasons necessitate that the child not ride in the rear seat.
 - d. The child is otherwise exempted by law.
2. All other children are properly secured in either a child passenger restraint system or safety belt.
3. All other passengers wear seat belts.

Student Transportation to/from Internships

Parents of students who are participating in an internship or work study program off campus must provide transportation to/from the internship or work study program location. From time to time there may be specific circumstances where the district provides transportation for a group of students.

1. Parents must provide transportation by the following means:
 - a. Allow their student to drive him/herself only
 - b. Allow their student to walk to/from the internship/work study location
 - c. Parent transports their student to/from the internship/work study location
2. Parents must designate how the student is being transported to/from the internship/work study location on the permission form so that there are no misunderstandings/misinterpretations.
3. Students cannot drive other students/minors to/from any school sponsored activity when the students are in the care of the district. Although the law does allow for minors driving minors in certain situations, the district cannot oversee and enforce this aspect of the California Vehicle Code.

Transportation For School-Related Trips (continued)

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

HEALTH AND SAFETY CODE

- 118947-118949 Prohibition against smoking in motor vehicle with
minor

PUBLIC UTILITIES CODE

- 5384.2 District not liable for charter-party carrier

VEHICLE CODE

- 545 School bus, definition
- 12814.6 Limitations of provisional driver's license
- 27315 Mandatory use of seat belts in private passenger
vehicles
- 27360-27360.5 Child passenger restraint systems
- 27363 Child passenger restraint systems, exemptions

Lompoc Unified School District

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