Simi Valley Schools
SIMI VALLEY UNIFIED SCHOOL DISTRICT

# DRIVER INSTRUCTIONS

Drivers and personal vehicles operated for district purposes must meet or exceed the following guidelines:

1. The school or site administrator must approve all volunteer and employee drivers.
2. Volunteer Information Form and Chaperone Form must be completed yearly and on file in the school office.
3. Each driver must:
   a. Possess a valid California driver's license
   b. Be at least 21 years of age or older
   c. Be the registered owner of the vehicle, unless the vehicle is rented

4. The "Field Trip by Private Vehicle Driver's Statement" form must be completed and on file with the site before each trip is taken. The following must be attached to the Driver's Statement.
   a. Valid proof of insurance policy with coverage and limits.
   b. Valid California driver license
   c. Vehicle registration, unless vehicle is rented.

5. All drivers will enforce reasonable travel speed in accordance with federal, state, and local laws in all motor vehicles.

6. All drivers are to obey all laws regarding electronic wireless communication, including but not limited to: telephone calls, writing, sending, or reading text messages, instant messages, and e-mail messages.

7. The "rule of three" is used when transporting students in personal vehicles. At least two adults are required to transport a single student. At least two students must be present if transported by a single adult.

8. No adult may smoke or otherwise use tobacco products, including vapor products, alcohol, or drugs while there are minors or students in the vehicle. Drivers may not consume alcohol for the duration of the field trip.

9. Prior to departure, the driver shall be instructed as follows:
   a. Inspect the vehicle for safety: tires, brakes, lights, horn, etc.
   b. Follow and enforce all safety recommendations of the vehicle manufacturer.
   c. Follow the most direct route, and avoid unnecessary stops. Do not make side trips as the trip is approved only from school to the destination and directly back to school.
   d. Do not carry non-District personnel, non-students, or other "guests" as passengers.
   e. Pull up to curb to pick up students.

10. The vehicle must not be designed, used, or maintained to carry more than 10 people including the driver. *Otherwise, a commercial driver license is required, and the vehicle must be a school bus or pupil activity bus/van as defined in the Vehicle Code (546).*

11. In no case shall the number of passengers, including driver, exceed the number of available seat belts.
    a. Drivers must ensure that required seat belts and/or child passenger restraint systems are properly used. Child passenger restraint systems are required for children under eight (8) years of age *or* under 4 feet, 9 inches in height.
    b. All passengers eight (8) years of age and older must wear his/her own seat belt. Seat belts are not to be shared.
    c. Passengers will only ride in the cab if trucks are used. Under no circumstance are students to be transported in the bed of a truck.
12. All vehicles in which students ride must be covered by liability insurance of at least: $100,000 per person, $300,000 each accident (bodily injury), and $50,000 (property damage. Proof of insurance and registration must be retained in your vehicle as well as copies with the site. ***Please refer to the Driver Statement for Driver / vehicle owner's responsibility.***

13. Use of personal vehicles where hazardous road conditions exist is prohibited. This includes hazardous conditions declared by California Highway Patrol, or other city, county, state or federal agencies authorized to monitor road conditions.

14. Drivers shall ensure they have a copy of the permission slip for each student riding in his/her vehicle.
15. In case of emergency, keep all students together and call 911 and the school office.