

## DRIVER INSTRUCTIONS

Drivers and private vehicles being operated for district purposes must meet or exceed the following requirements:

1. All drivers must be registered and approved by the school or site administrator.
2. The “Field Trip By Private Vehicle Driver’s Statement” form must be completed and on file with the site before each trip is taken along with copies of the following:
  - a. Valid proof of insurance (insurance identification card or policy declaration page)
  - b. Valid California driver license
  - c. Vehicle registration
3. Volunteer Information Form and Chaperone Form must be completed yearly and on file in the school office.
4. 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
5. All vehicles must be covered by liability insurance of at least: combined single limit \$300,000 (bodily injury/property damage); or \$100,000 per person, \$300,000 each accident (bodily injury), \$25,000 property damage. Proof of insurance and registration must be retained in your vehicle as well as copies with the site.  
***Vehicle owners, drivers and passengers shall be informed that the registered owner and his/her insurance company are responsible for any accidents or violations that may occur.***
6. The vehicle must not be designed, used, or maintained to carry more than 10 passengers 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).*
  - a. The number of passengers shall not exceed ten (10), including the driver. In no case shall the number of passengers, including driver, exceed the number of available seat belts.
  - b. Drivers must ensure that required seat belts and/or child passenger restraint systems are properly used and available for each passenger. Child passenger restraint systems are required for children under eight (8) years of age or under 4 feet, 9 inches in height.
  - c. Under no circumstances are students to be transported in the bed of a truck. Passengers may only ride in the cab of a truck.
7. Prior to departure, the driver shall be instructed as follows:
  - a. Check the safety of your vehicle: tires, brakes, lights, horn, suspension, etc.
  - b. Follow and enforce all safety recommendations of the vehicle manufacturer.
  - c. Do not carry non-district personnel, non-students, or other “guests” as passengers. It is school policy that family members who are not enrolled in the class/activity may not accompany you on field trips.
  - d. Pull up to curb to pick up students.
  - e. 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.
  - f. Drivers are to obey all laws regarding electronic wireless communication, including but not limited to: phone calls, writing, sending or reading text messages, instant messages, and e-mail messages.
  - g. All drivers will enforce reasonable travel speed in accordance with federal, state, and local laws in all motor vehicles.
  - h. 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.
  - i. No adult may smoke or otherwise use tobacco products, alcohol, or drugs while there are minors in the vehicle.
  - j. Teachers shall ensure that drivers have a copy of the permission slip for each student riding in his/her vehicle.

In case of emergency, keep all the children together and call 911 and the school office\_\_\_\_\_.