

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

### ADMINISTRATIVE REGULATION – TRANSPORTATION

AR 3540

#### TRANSPORTATION FOR SCHOOL-RELATED TRIPS

The county may provide transportation for students, employees, and other individuals for field trips and excursions approved according to Board Policy and Administrative Regulations. The Superintendent or designee shall determine the most appropriate and cost-effective mode of transportation for each approved trip.

##### Transportation by County Vehicles

When county transportation is provided;

1. Students may be released from using county transportation only with the advance written permission of their parent/guardian.
2. Teachers requesting transportation shall be fully responsible for the costs of their trips unless funding has been approved by the Superintendent.
3. The Superintendent or designee shall ensure that the county has sufficient liability insurance.

##### Transportation by Private Vehicle

The Superintendent or designee may authorize the transportation of students by private vehicle when:

1. The vehicle is driven by an adult age 21 or older who possesses a valid California driver's license.
2. The driver shall have a good driving record and possess at least the minimum insurance required by law.
3. Any person providing transportation in a private vehicle shall register with the county for such purposes.
4. 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.

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5. 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.

Passenger Restraint Systems

All drivers shall wear safety belts in accordance with law. In addition, drivers shall ensure that; a child who is under the age of 6 or under 60 pounds, is properly secured in a rear seat in an appropriate child passenger restraint system meeting federal safety standards

1. All other children are properly secured in either a child passenger restraint system or safety belt
2. All other passengers wear seat belts

APPROVED BY COUNTY SUPERINTENDENT:

June 5, 2003

August 31, 2005