

**CAMBRIAN SCHOOL DISTRICT**  
**Board Policy**

**Procedure 3544.2**  
Adopted: January 22, 2002  
Revised: October 9, 2007  
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**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**Pupil Transportation in Private Vehicles**

I. During the regular school day, private transportation may be used for the purpose of field trips provided the trip has been authorized by the Principal and the following criteria have been met and are on file:

- A. The vehicle(s) being used has the following minimum insurance:
  - 1. Bodily Injury - \$100,000 - \$300,000 per accident.
  - 2. Property Damage - \$50,000 per accident
  - 3. Medical - \$5,000
- B. There are never more passengers being transported than the vehicle is designed to carry with proper seatbelts.
- C. Students shall not be transported in the back of open pick-up trucks.
- D. There are no transportation fees or financial charges for the passengers.
- E. The driver of the vehicle holds a valid California Driver's License and is 21 or older.
- F. The driver of the vehicle has received no more than one citation for a moving violation during the past two years.
- G. The driver of the vehicle has not been in an automobile accident resulting in bodily injury to anybody during the past two years.
- H. The driver of the vehicle has signed a document indicating the above criteria have been met.

- I. The driver's driving record has been verified through the Department of Motor Vehicles.
  - J. The vehicle being used is equipped with seat belts and car restraint systems as required by law.
  - K. The vehicle has a current registration.
  - L. Vehicles will follow the itinerary outlined by administration with no unnecessary stops.
  - M. Trips outside of the county in private vehicles will be approved in advance by the Superintendent.
  - N. All drivers shall wear safety belts in accordance with law. In addition, drivers shall ensure that: (Vehicle Code 27315, 27360, 27360.5, 27363)
    - 1. A child who is under age 6 or under 60 pounds, unless exempted in accordance with Vehicle Code 27360 or 27363, is properly secured in a rear seat in an appropriate child passenger restraint system meeting federal safety standards.
    - 2. All other children are properly secured in either a child passenger restraint system or safety belt.
    - 3. No students shall ride in the front seat of a private vehicle with the exception of students in grades six through eight who are the children of the drivers.
- II. It shall be the responsibility of the Principal to submit the Driver Response Form ~~to~~ to the Department of Motor Vehicles. Verification of proper insurance shall be required of all drivers at the time of submitting the Driver Response Forms.
- III. Drivers shall receive safety and emergency instructions which shall be kept in their vehicle.
- IV. All student passengers shall submit permission slips signed by their parent/guardian.