

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.

The Superintendent or designee shall determine the most appropriate and cost-effective mode of transportation for each approved trip.

When district transportation is provided, students may be released from using district transportation only with the advance written permission of their parent/guardian.

School-related organizations requesting transportation shall be fully responsible for the costs of their trips unless funding has been approved by the Board of Trustees.

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)

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 age 25 or older who possess 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 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.

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 recommendation 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 a rest. (Health and Safety Code 118948)

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.

TRANSPORTATION FOR SCHOOL-RELATED TRIPS (continued)

Passenger Restraint Systems

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

(cf. 3541 - Transportation Routes and Services)
(cf. 6153 - School-Sponsored Trips)
(cf. 3312.2 - Educational Travel Program Contracts)
(cf. 3540 - Transportation)
(cf. 1230 - School-Connected Organizations)
(cf. 3530 - Risk Management/Insurance)
(cf. 1240 - Volunteer Assistance)

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

VEHICLE CODE

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

Management Resources:

WEB SITES

California Department of Motor Vehicles: <http://www.dmv.ca.gov>
California Highway Patrol: <http://www.chp.ca.gov>
California Office of Traffic Safety: <http://www.ots.ca.gov>
California Highway Traffic Safety Administration: <http://www.nhtsa.dot.gov>
National Transportation Safety Board: <http://www.nts.gov>

10/93) 10/97
4/8/98
(3/02 7/03) 11/04
Approved 9/14/05
11/07
4/9/08
1/12

Natomas Unified School District

VOLUNTEER AUTOMOBILE USE FORM

(One Form Required for Each Driver to be Approved)

Thank you for volunteering your time, and your automobile, to help transport our students to off-site events or activities. In order to protect the health and safety of our students, our District requires that anyone (employee or volunteer) using their personal automobile to transport students to and from sanctioned activities must receive prior approval. Before we can issue such approval, certain information must be obtained at least fifteen (15) days before you transport our students. You must also agree to abide by certain rules regarding the operation of the vehicle as set forth below.

REQUIRED INFORMATION

Driver Information

Name of Driver: Birth date: Address: Home Phone: Cell Phone: Driver's License No: Exp. Date:

Vehicle Information

Owner's Name: Address: License Plate No.: Registration Expiration: Year/Make/Model: Seating Capacity:

Insurance Information

Insurance Carrier: Phone: Policy Number: Expiration Date: Liability Coverage Limits:

We also require a photocopy of (a) your Driver's license, and (b) your Insurance Policy Declarations Page. Should your Driver's License or Insurance Policy expire during the school year, updated photocopies showing their renewal are required before you will again be eligible to transport students. By signing below, you are also authorizing the District to (a) obtain a copy of your Driver Record History and status of your Driver's License, (b) conduct a criminal background check, and (c) contact your insurance company to confirm your insurance status. Also, please also be advised, that pursuant to Insurance Code Section 11580.9(d), in the case of an accident, your insurance will provide the primary coverage for any resulting bodily injury or property damage. The District's automobile liability coverage will apply, if at all, only after your insurance coverage is exhausted through the payment of covered claims. The District does not cover, nor is the District responsible for, comprehensive, uninsured motorists, or collision coverage for your vehicle.

VEHICLE SAFETY AND TRANSPORTATION PROCEDURES AND REQUIREMENTS

For the safety of our students, in signing below, you are also agreeing to the following rules and requirements:

- 1. I will not operate an automobile while impaired, whether due to alcohol, drugs (prescription or nonprescription), lack of sleep, or distraction of any kind. I will at all times comply with California law regarding proper operation of the vehicle, including compliance with all speed limits and posted signs and placards.
2. I will not transport students in a vehicle I have reason to believe may be mechanically unsafe or that may become unsafe due to weather or other natural conditions. I will not transport students unless I have a working seatbelt for each student, with seatbelts to be used at all times by myself and all transported students. The vehicle(s) may be inspected by District representatives.
3. I am over the age of 21 and will be the sole driver of the vehicle for any given activity, event, or competition. I will not let anyone other than myself and authorized students ride in the vehicle. However, I may seek written permission from the District to allow another child of mine to ride in the vehicle to a specific activity, event, or competition if the destination involves an activity, event or competition generally available to the public or, at my expense and with District permission; I can purchase admittance for such other child.
4.

Printed Name

Signature

Date

TRANSPORTATION FOR SCHOOL RELATED TRIPS

DRIVER INSTRUCTIONS

When using your vehicle to transport students on field trips or other school activity trips:

	1. Be sure that you have registered with the district and have been approved for such purposes; have a valid driver's license and current liability insurance per district policy (min.\$300,000 each occurrence).
	2. Check the safety of your vehicle: tires, brakes, lights, horn, suspension, doors, etc. The vehicle must be in excellent condition and repair.
	3. Fill the gas tank or have adequate gas for the trip.
	4. Carry only the number of passengers for which your vehicle was designed. If you have a pickup truck, carry only as many as can safely sit in the passenger compartment.
	5. Require each passenger to use an appropriate child passenger restraint system (child car seat or booster seat) or safety belt in accordance with law. A child under age 6 or 60 pounds must be secured in a <u>rear seat</u> in an appropriate restraint system.
	6. Do not smoke while there are minors in the vehicle, as required by law.
	7. Obey all traffic laws and leave a safe distance when following another car (a minimum of one car length for every 10 miles/hour).
	8. Take the most direct route to the destination or event without unnecessary stops.
	9. Do not use a cell phone while driving.
	10. Carry health information and emergency medication (if needed) for each student in the vehicle
	11. Have the address and instructions to the destination; telephone number if applicable
	12. Carry plastic bags for car sickness.
	13. Do not allow students to change vehicles or leave with someone else. The teacher in charge is responsible for all seating assignments, changes in assignments and permission slips to allow students to leave the trip with a parent or guardian.

SAFETY AND EMERGENCY INSTRUCTIONS

In case of an accident or emergency call 911.

If the car breaks down, get as far off the road as possible and set the emergency flashers.

Keep all students together in the car with seat belts on, unless it is not safe to do so.

If you need to exit the car for safety reasons, move the children well off the road and out of any danger from traffic or possible traffic incidents.

Call the district office at (916) 567-5400(after school hours call _____).

Teacher in charge _____

Cell number of teacher-in-charge of the field trip _____

Vehicle carrying the first aid kit _____

DRIVER STATEMENT

I certify that I have not been convicted of reckless driving or driving under the influence of drugs or alcohol within the past five years and that the information given above is true and correct. I understand that if an accident occurs, my insurance coverage shall bear primary responsibility for any losses or claims for damages.

I certify that I have received and will abide by the driver instructions provided by the district.

Name

Date