

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

### School-Related Trips

#### Trips by School Vehicles

Besides taking students to and from school, school vehicles shall provide transportation for field trips and for special activities approved by the Governing Board. Such trips may be taken in buses or other school transportation owned, leased, or rented by the district. All vehicles shall meet federal and state standards.

The Superintendent shall maintain procedures to regulate the use of the vehicles for approved school-related activities. Activity trips occurring outside of school hours shall be subject to the rules and policies regulating educational field trips. Student councils, parent-teacher associations, and any other organizations requesting transportation shall be fully responsible for the costs of the trip. To the extent that funding has been approved by the Board, such costs may be charged to the district.

#### Transportation by Private Automobile

The Superintendent or designee may authorize the transportation of students by private automobile for approved field trips and activities when the vehicle is driven by an adult who has registered with the district for such purposes by filing a completed District Personal Vehicle Use Form. When filing the District Personal Vehicle Use Form, all drivers shall be issued the Driver Instruction Form and asked to keep it in their car. All student passengers shall provide permission slips signed by their parents.

Drivers shall be required to possess a valid California Driver's License and liability insurance of not less than the California State minimum requirement.

Owners, drivers and passengers shall be informed that the registered owner and his/her insurance company are responsible for any accidents which may occur.

A seat belt must be provided for each passenger.

Trucks and pickups may not transport more persons than can safely sit in the passenger compartment.

The number of passengers, including the driver, shall not exceed the capacity for which the vehicle was designed and should not in any case exceed ten (10).

Owners furnishing private vehicles shall not accept reimbursement from passengers in excess of the cost of operating the vehicle. Reimbursement for the use of private transportation may be made from district funds.

*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*

*VEHICLE CODE*

*27315 Mandatory use of seat belts in private passenger vehicles*

*COURT DECISIONS*

*Castro v. Los Angeles (1976) 54 Cal.App.3d 232*

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