

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Transportation

No student shall be required to be transported for any reason without the written permission of the student's parent/guardian, except in emergency situations involving illness or injury to the student. (Education Code 35350)

Means of Transportation

To provide transportation services, the Governing Board may purchase, rent or lease vehicles; contract with a common carrier or municipally owned transit system; contract with responsible private parties including the parent/guardian of the student being transported; and/or contract with the County Superintendent of Schools. (Education Code 35330, 39800, 39801)

In contracting for transportation services, the district shall comply with all applicable laws related to bids and contracts. (Education Code 39802- 39803)

(cf. 3311 - Bids)

(cf. 3312 - Contracts)

Driver Record Review

Only individuals 21 years of age or older should be allowed to drive district vehicles or personal vehicles on district business. Substitutes and walk-on coaches will only be allowed to drive district vehicles if they are at least 21 years old and have a verifiable clean driving record. Upon completion of a volunteer packet and fingerprint clearance, volunteers may drive district vehicles. If it is necessary for a volunteer to drive their own vehicle as part of their duties, they must have insurance liability limits of at least \$100,000/\$300,000 per accident bodily injury, \$50,000 property damage and per accident medical payments. A photocopy of a valid California Driver's license plus a current DMV printout for all approved drivers is to be on file with Central Unified School District.

Employees who drive a district and/or personal vehicle on behalf of the school district and/or who transport students shall be enrolled in the Department of Motor Vehicles (DMV) Employer Pull Notice Program pursuant to Vehicle Code section 1808.1. A current DMV printout of the individual's driving record is to be on file with the school district. This service will provide annual driving record printouts and immediate notifications of any violations to the school district. Employees who only occasionally use their vehicle for conference attendance and never transport students, are not required to be part of the Department of Motor Vehicle Pull Notice Program. However, these employees will be required to provide proof of a valid driver's license and vehicle insurance coverage which meets district requirements.

Continuation of driving privileges is contingent upon a favorable driving record as set forth below.

The following procedures meet the minimum guidelines adopted by Central Unified School District.

1. Employees who are authorized to operate district owned or privately owned vehicles for district business purposes will be enrolled in the Department of Motor Vehicle Pull Notice Program. A copy of the employee's valid California license, proof of insurance (see limits outlined under General Policy) and current driving record will be maintained by the District Office.
2. Individuals who are employees of the district and who drive personal vehicles on district business shall be subject to the same requirements as non-employees driving personal vehicles as set forth in the General Policy stated above.
3. It is the responsibility of each individual driver to notify the district immediately of any change in the status, class, and restriction to his or her California driver's license and any change in his or her driving record. The district may ask for periodic updates, at the district's expense, to verify driving records.
4. No Driving Under the Influence (DUI), reckless driving, or speed contest in any vehicle while conducting district business.

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