

# Ventura USD

## Board Policy

### School-Related Trips

BP 3541.1

#### **Business and Noninstructional Operations**

Transportation may be furnished at district expense for specified activities.

Transportation may be furnished at student or student body expense for specified activities.

The cost of bus transportation will be determined annually on the basis of operating costs for the previous year and will be limited to the actual operating costs.

Special student activity buses leased from private businesses must follow all rules and regulations in regards to insurance, safety, liability and driver qualification.

(cf. 6153 - Field 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 Superintendent or designee. Such trips may be taken in buses or other school transportation vehicles owned, leased, or rented by the district. All vehicles shall meet federal and state standards.

The Superintendent or designee 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**

Transportation by private automobile is not recommended and can only be granted with the consent of the Superintendent or designee. Field trip/Transportation Request form must be submitted to the Superintendent or designee no less than three weeks prior to the planned trip. Each driver is to complete a "School Driver Certification Form". Each driver must be at least 21 years of age and have a valid California Driver's License, and maintain liability insurance of at least \$300,000 per occurrence and have a current vehicle registration. All student passengers shall have on file at the site the Parent Acknowledgement of the Use of Private Transportation form signed by their parents/guardians which acknowledges the use of a private automobile (and indicates the name of the driver). Parent permission slips (Field trip or Excursion Authorization and Medical Treatment Authorization form) are required for each trip.

If authorized, when parents choose to drive only their own children to/from field trips, athletic competitions, band trips, or other school-related activities, they are to complete a school sign out form, a personal vehicle use form or a school activity transportation sign-out sheet, in addition to the parent permission slip (Field Trip or Excursion Authorization and Medical Treatment Authorization Form).

Students are required to travel on buses, vans or other transportation provided by the District to and from all school-sponsored activities, practices, games and events. However, under certain circumstances, parents may request that students drive themselves. If authorized, a VUSD Student Transportation Permission Form and a Personal Vehicle Use Form must be completed. This is in addition to the parent permission slip (Field Trip or Excursion Authorization and Medical Treatment Authorization form).

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.

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 10 passengers. If trucks are used, all passengers must only ride in the cab. (Education Code 38045)

Owners furnishing private vehicles shall not accept reimbursement from passengers in excess of the cost of operating the vehicle.

(cf. 6153 - Field Trips)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>

National Highway Traffic Safety Administration: <http://www.nhtsa.dot.gov>

Policy VENTURA UNIFIED SCHOOL DISTRICT

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