

E(2)

3541.1 SCHOOL-RELATED TRIPS

PERSONAL VEHICLE USE INSTRUCTIONS

Private vehicles being operated for District purposes and the drivers of these vehicles must meet or exceed the following guidelines:

1. All drivers must be approved by the School or Site Administrator.
2. Each driver must:
 - a. Possess a valid driver license.
 - b. Be at least 21 years of age
3. The driver must own the vehicle in use, unless the vehicle is rented.
4. Obey all traffic laws and regulations. All drivers will enforce reasonable travel speed in accordance with federal, state, and local laws in all motor vehicles.
5. *No driver may smoke or otherwise use tobacco products, alcohol, or drugs while there are students in the vehicle. Drivers may not consume alcohol for the duration of the field trip.*
6. The vehicle must not be designed, used, or maintained to carry more than 10 passengers including the driver. Otherwise, a commercial driver license is required, and the vehicle must be a school bus or student pupil activity bus as defined in the Vehicle Code.
 - a. In no case shall the number of passengers, including driver, exceed the number of available seat belts.
 - b. Drivers must ensure that required seat belts and/or child passenger restraint systems are properly used. Any child under the age of eight (8), or under 4 feet, 9 inches in height, is to be secured in a federally approved child passenger restraint system and ride in the back seat of a vehicle.
 - c. All passengers must wear his/her own seat belt. Seat belts are not to be shared.
 - d. Passengers will only ride in the cab if trucks are used.
7. The Personal Vehicle Use form and Parent Acknowledgement of the Use of Private Transportation form (if applicable) must be completed and on file before each trip is taken.
 - a. District employees must complete a new form for each trip.
 - b. Proof of insurance, current vehicle registration, and a copy of a valid driver's license must be attached to the Personal Vehicle Use form.
8. All vehicles must be covered by liability insurance. Minimum liability insurance coverage limits are:
Each Person: \$100,000 Each Accident: \$300,000

9. If authorized, when parents chose to drive only their own children to/from field trips, athletic competitions, band trips, or other school related activities required documentation is a completed 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).
10. Students are required to travel on busses, 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).
11. Use of personal vehicles where hazardous road conditions exist is prohibited. This includes hazardous conditions declared by California Highway Patrol, or other City, County, State, or Federal agencies authorized to monitor road conditions.
12. Prior to departure, the driver shall be instructed as follows:
 - a. Inspect the vehicle for safety: tires, brakes, lights, horn, etc.
 - b. Follow and enforce all safety recommendations of the vehicle manufacturer.
 - c. Follow the most direct route, and avoid hazardous areas.

Exhibit VENTURA UNIFIED SCHOOL DISTRICT

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