

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.

(cf. 3312.2 - Educational Travel Program Contracts)
(cf. 3540 - Transportation)
(cf. 3541 - Transportation Routes and Services)
(cf. 6153 - School-Sponsored Trips)

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 parents/guardians.

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

(cf. 1230 - School-Connected Organizations)

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)

(cf. 3530 - Risk Management/Insurance)

***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 21 or older who possesses 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.

(cf. 1240 - Volunteer Assistance)

* 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.

TRANSPORTATION FOR SCHOOL-RELATED TRIPS (continued)

- * 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 recommendations 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 at rest. (Health and Safety Code 118948)

Passenger Restraint Systems

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

Transportation in District Vehicles

- * 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: (Education Cod e39830)

6 passengers sedan or wagon:	5 passengers and driver
9 passenger expedition or suburban:	8 passengers and driver
10 passenger club wagon:	9 passengers and driver

Business and Noninstructional Operations

E(2) 3541.1(a)

TRANSPORTATION FOR SCHOOL-RELATED TRIPS

Diver is (check one): _____ Adult _____ School Employee

Activity Name: _____ Date of Activity: _____

DRIVER AND INSURANCE INFORMATION

Driver's Name: _____ Date of Birth: _____

Address: _____ City/State/Zip: _____

Home Phone: () _____ Work Phone: () _____

Driver's License No.: _____ Class: _____ State: _____ Expiration Date: _____

Moving violations received, in the past 3 years: # _____ *Explain _____

Number of accidents, if any,, in the past 3 years: # _____ *Explain _____

*Use additional sheet, if necessary, for explanation and attach it to this form.

Insurance Company: _____ Telephone: () _____

Policy No.: _____ Expiration Date: _____

VEHICLE INFORMATION

Name of Owner: _____ Year: _____

Address: _____ Make: _____

License Plate No.: _____ Registration Expiration: _____

Seating Capacity: _____

Driver Statement: I Certify That:

- I am 21 years of age or older.
- I have a valid California drive's license and there are no restrictions preventing me from transporting students.
- I have been a licensed driver for at least three years.
- I have not had more than one conviction for a moving violation in the past three years which was dismissed.
- I have had no convictions for reckless or drunk driving violations.
- I will provide a copy of my driving record from DMV at my own cost. After which I will consent to the district receiving follow up reports from DMV.
- The information provided by me in this form is true and correct.
- I understand that if I drive my personal automobile while on school business or while participating in a school activity and I am involved in an accident, by law my own insurance policy is used first. The school does not insure, nor is liable for damage to my own vehicle.
- I have read the district's private vehicle requirements.

California law provides as follow: All persons making the field trip or excursion shall be deemed to have waived all claims against the district or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking out-of-state field trips or excursions and all parents/guardians of students taking out-of-state trips or excursions shall sign a statement waiving such claims. (California Education Code 35330)

MY SIGNATURE ON THIS FORM SHALL CONSTITUTE AN INFORMED AND KNOWING WAIVER AS REQUIRED BY LAW.

TRANSPORTATION FOR SCHOOL-RELATED TRIPS (continued)

Volunteer/Employee's Signature: _____ Date: _____

Vehicle Owner's Signature (Of other than driver): _____ Date: _____

Exhibit
version: November 8, 200
revised: May 20, 2004
revised: May 21, 2008
revised: August 19, 2009

BUTTE VALLEY UNIFIED SCHOOL DISTRICT
Dorris, California

TRANSPORTATION FOR SCHOOL-RELATED TRIPS

PRIVATE VEHICLE REQUIREMENT

1. The vehicle will be excellent condition and repair.
2. The vehicle will have a seat belt for each student or other person being transported and the driver will require to use seat belts. Limitation on number of students or other persons transported is:

6 – passenger sedans or wagons:	5 passengers + driver
9 – passenger station wagons:	8 passengers + driver
Vans:	

NO TRANSPORTING OF MORE THAN NINE PASSENGERS

3. The driver accepts the added responsibility that comes from carrying extra individuals and, therefore, will be conscientious in obeying all driving rules and regulations set forth by the State of California. The California Supreme Court has eliminated the protection of the former California Guest law; therefore, a guest passenger may sue his/her owner/driver.
4. The driver must have an automobile liability insurance policy and is also responsible for all damage to his/her vehicle. The district's liability insurance does not extend protection to the private driver unless the driver has been deemed a volunteer/employed by the district. If deemed such, the district's liability insurance serves only as excess insurance over the driver's primary insurance.

* Minimum limits of coverage recommended to be required of the driver are:

Bodily Injury	<u>\$100.00 each person</u>
	<u>\$300.00 each occurrence</u>
Property Damage	<u>\$ 50.000eac occurrence</u>
	Or
Combined Single Limit	<u>\$300,000 each occurrence</u>

VEHICLE INFORMATION

Name of Owner: _____	Description of Auto: _____
Address: _____	Year: _____
Make: _____	Telephone: _____
Number/Seats _____	License Plate No.: _____
	Registration Expiration: _____

INSURANCE INFORMATION:

Auto Insurance Owner: _____	Policy Number: _____
Expiration Date of Policy: _____	

TRANSPORTATION FOR SCHOOL-RELATED TRIPS (continued)

Liability Limits: Bodily Injury: \$ _____ each person
 \$ _____ each occurrence
 Property Damage \$ _____ each occurrence

Or

Bodily Injury and Property Damage Liability, Single Limit
 \$ _____ each occurrence

I CERTIFY THAT I HAVE READ THE DISTRICT'S PRIVATE VEHICLE REQUIREMENTS AND I AM IN COMPLIANCE WITH THE. THE INFORMATION PROVIDED ABOVE IS TRUE AND CORRECT. I UNDERSTAND AND THAT, IF AN ACCIDENT OCCURS, MY INSURANCE COVERAGE SHALL BEAR PRIMARY RESPONSIBILITY FOR ANY LOSSES OR CLAIMS OF DAMAGE.

* Sign: _____ Date: _____
 (Driver Applicant)

PRIVATE VEHICLE REQUIREMENT

Approved as to Application and vehicle: _____

Date: _____ (Designated District Official)

Approved as to limits below recommended minimums shown on reverse. Limits approved:

\$ _____ Bodily Injury and \$ _____ Property Damage, or \$ _____ Combined Single Limit

 (Designated District Official)

Date: _____

Retain this signed form in school file after approval.

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TRANSPORTATION FOR SCHOOL-RELATED TRIPS (continued)

DRIVER INSTRUCTIONS

When using a district vehicle or your vehicle to transport students on field trips or other activity trips, please:

1. Be sure that you have registered with the district for such purposes and have a valid driver's license and current liability insurance at or above the minimum amount required for each occurrence.
2. Check the safety of your vehicle: tires, brakes, lights, horn, suspension, etc.
3. 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.
4. Require each passenger to use an appropriate child passenger restraint system (child car seat or booster seat) or safety belt in accordance with law.
5. Follow the approved route for this trip.
6. Do not make any unauthorized stops. (All stops are approved prior to departure.)
7. Do not carry non-district personnel, non-students or other guests as passengers unless approved by the district in advance.

In case of emergency, keep all the children together and call 911 and the district office 530-397-4000.