

# William S. Hart Union High School District

## **Use of Personal or District Vehicles to Transport Students**

A volunteer driver is a District employee or approved volunteer that will drive any student, other than their own child, in a District vehicle or personal vehicle to any District or school sponsored trip, activity or event.

### **1. PASSENGER COUNT (20 students or less)**

A maximum of 20 students may be transported to or from any District or school sponsored trip, event or activity in personal or District vehicles.

Students may not be split into smaller groups/teams to increase the number of students that may be transported in District or personal vehicles.

The maximum number of students that may be transported in a single vehicle is seven (7).

If the group requires additional cars for transportation, the total number of students shall not be greater than 20.

Vehicles utilized to transport students may not have a greater seating capacity or be designed to transport more than seven (7) passengers plus the driver. Each seating position must have a seat belt. Students are required to wear seat belts at all times.

### **2. TRANSPORTING OVER 20 STUDENTS**

Groups of 21 students or more must be transported by school bus or SPAB bus (School Pupil Activity Bus), to and from all District or school sponsored trips, activities or events.

All school bus and SPAB bus transportation **MUST** be set up through the District Transportation Department.

Transportation to and from trips, activities or events that depart during the school day must be transported by school bus or SPAB bus, regardless of the number of students traveling.

### **3. PROOF OF CLEARANCE**

All employee and volunteer drivers must be cleared through the District Transportation Department prior to transporting students and shall have their District Volunteer Identification in their possession at all times.

Any adult passenger, who is not a District employee, must present the employee or volunteer driver their District Volunteer Identification to be transported with students.

Any adult without a District Volunteer/Employee Identification may not be transported with students.

#### **4. PERMISSION SLIPS**

Employees or volunteer drivers will be provided with original permission slips by the group leader for all students that will be transported in their vehicle.

Permission slips must indicate the parent or guardian understands and approves that their student will be transported by private vehicle.

Employee or volunteer drivers shall not transport any student that they do not have a completed and approved permission slip for.

Employee or volunteer drivers may not transport 'a neighbors or friends child' unless all of the requirements of these guidelines are met.

#### **5. ONE-WAY TRANSPORTATION**

Students transported by bus to any District or school sponsored trip, event or activity shall be transported back to school by bus, unless they are transported home by their parent or guardian.

A student may also be transported back to school or the student's home by an employee or volunteer driver if the student has permission from their parent or guardian that transportation may be provided by an approved District employee or approved volunteer driver.

The employee or volunteer driver must be associated with the activity the student was involved in on that day and must be approved by the group leader and site administrator to transport students.

The student(s) being transported must have an approved District permission slip indicating the student has permission to be transported by private vehicle back to school or the student's home from that specific trip.

Students may not transport other students to or from District or school approved trips, activities or events, with the exception of siblings.

A parent that transports their own child is not considered a volunteer driver when transporting only their own child.

#### **6. USE OF DONATED AND RENTAL VEHICLES.**

All donated vehicles or rental cars must be arranged through the District Transportation Department.

Schools will be responsible for the cost of insurance through the rental agency in addition to the costs for the rental vehicle(s).

#### **7. VOLUNTEER AND EMPLOYEE DRIVER LIABILITY**

Employee or volunteer drivers who transport students in their personal vehicles are personally liable for any accident or injury to the student while a student is in their car and while under their supervision.

When an employee or volunteer driver transports students in their personal vehicle, the driver's personal vehicle insurance is the primary coverage for any accident or injury (CVC 16020). The driver may have a secondary claim filed against their homeowner's insurance coverage for any claims resulting from an accident or student injury.

The District is not liable for any loss or claim made against an employee or volunteer driver resulting from an accident or injury to a student being transported in an employee or volunteer driver's personal vehicle.

## **8. ACCIDENT REPORTING**

When students are transported by an employee or volunteer driver, any accident, regardless of the severity, **MUST** be immediately reported to the District Transportation Department at (661) 259-4532.

## **9. APPROVED & UNAPPROVED STOPS**

Employee or volunteer drivers may only transport students to an approved District or school activity, trip or event and back to the school or to individual student's homes.

An exception is made for a meal stop approved by the group leader prior to the trip. No other 'side trips' may be taken.

## **10. TRANSPORTATION REQUESTS**

All trips, regardless of the method of transportation, must be submitted to the District Transportation Department in advance.

Transportation to a District or school approved trip, activity or event where students will be transported by personal or District vehicles, **MUST** include the names of approved employee or volunteer drivers and volunteer chaperones in the comments section of the trip sheet.

## **11. UNAUTHORIZED TRANSPORTATION OF STUDENTS BY EMPLOYEES**

District personnel shall not transport students to or from school as part of an arrangement for tutoring, daycare or to provide parent-reimbursed transportation, even if they are a District approved employee driver.

## **12. TIME PARAMETERS**

No employee or volunteer driver shall be 'On Duty' more than 14 hours on a single day trip. Employee or volunteer drivers shall count any work hours on the day of the trip toward the total number of 'On Duty' hours. Within that 14-hour period, 5 hours maximum driving time is allowed.

No employee or volunteer driver shall drive more than 6 hours **TOTAL** within a 14-hour period on a multiple day trip and must then have 9 hours 'Off Duty' before being allowed to drive students again. 'Off Duty' is time when the driver shall have no other responsibilities and will have the opportunity to have undisturbed rest.

The trip time shall begin at the scheduled departure time of the trip or when the employee or volunteer driver arrives at the departure point for the trip; whichever occurs first.

### **13. STUDENT DRIVERS**

Students may not transport other students to or from District or school approved trips, activities or events, with the exception of siblings. Students may not drive themselves to any District or school approved trip, activity or event outside the Santa Clarita Valley.

A parent that transports their own child is not considered a volunteer driver when transporting only their own child.

### **14. SCHOOL SITE RESPONSIBILITIES**

The School Site Administrator, who approves trip(s), shall be responsible for compliance with the procedures relative to the transportation of pupils as outlined in these procedures and verification of compliance by school employees and volunteers.

**I HAVE READ AND UNDERSTAND THE ABOVE REGULATIONS REGARDING TRANSPORTING STUDENTS OTHER THAN MY OWN. I ALSO ACKNOWLEDGE RECEIPT OF A COPY OF THE REGULATIONS.**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Revised 09.30.15