



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

**TITLE:** Guidelines on Use of Privately Owned Vehicles for Authorized School District Business

**NUMBER:** BUL- 5310.0

**ISSUER:** Office of the Chief Operating Officer  
Division of Risk Management & Insurance Services

**DATE:** October 20, 2010

**POLICY:** This policy applies to the use of private vehicles by (1) Los Angeles Unified School District employees during the course and scope of the employees' approved employment duties and activities. AND (2) employees, parents and other volunteers on district approved field trips.

**MAJOR CHANGES:** These guidelines shall be applicable in all cases of private vehicle use and shall replace Bulletin C-37 and shall take precedence over all other previously issued bulletins on use of a private vehicle while engaged in the business activities of the District. The content has been revised to reflect current legal requirements and District policy.

**GUIDELINES:** The following guidelines apply:

**ROUTING**  
All Employees  
All Locations

## I. INTRODUCTION

The following guidelines should be adhered to by District employees using privately owned vehicles for employment purposes, including those personnel charged with transporting students or tangible goods in a private vehicle. These guidelines shall be applicable in all cases of private vehicle use by a District employee.

## II. GENERAL SAFETY PRECAUTIONS FOR USE OF PRIVATE VEHICLES

- A. All drivers of private vehicles must maintain a valid California driver's license and automobile liability insurance that meet or exceed California mandatory liability insurance requirements as provided in California Vehicle Code sections 12500, 16054, and 16430. Drivers must have a valid California driver's license and proof of automobile liability insurance with them at all times while transporting District students and/or personnel or at any time when using their private vehicle to conduct LAUSD approved employment duties or activities. Employees and any volunteers who regularly drive as part of their duties, responsibilities and activities must submit proof of a valid driver's license and automobile liability insurance on at least an annual basis to the division human resources department and site administrator or principal designee.



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- B. Drivers must not transport more persons than the vehicle was originally designed to safely carry or more than the number of seat belts equipped in the vehicle. There shall not be more than ten (10) persons, including the driver, in any vehicle used for student transportation other than in an approved school bus or authorized transport van.
- C. Drivers and passengers must wear seat belts at all times while occupying a private passenger vehicle to carry out approved activities or employment duties. Under no circumstances shall students or any other person be transported in trailers or the cargo space of trucks or vans, including the cargo space of open pick-up trucks.
- D. The Site Administrator has discretion whether or not to authorize the use of a vehicle. In making this decision, the administrator may consider the vehicle's overall condition, appearance and intended use or purpose as well as the known or disclosed destination of the private passenger vehicle and the passengers.
- E. The administrator shall not authorize any person to transport students if the administrator has information or knowledge that the person may have an unsafe driving record or be physically unfit to drive.

### III. EMPLOYEE RESPONSIBILITY FOR USE OF PRIVATE VEHICLE

- A. District employees may not use private vehicles to conduct employment duties and activities unless specifically authorized to do so in advance by the site administrator, division or branch head and in compliance with their job classification and responsibilities.
- B. Upon request from a Site Administrator, Principal, Supervisor or an authorized delegate, employees who are authorized to use a private passenger vehicle for employment purposes or to transport a student **MUST** show proof and possession of a valid California drivers license and Automobile Liability insurance pursuant to the California Financial Responsibility Act.
- C. No collision or comprehensive coverage is provided by the District for an employee's private vehicle whether owned, leased or borrowed. The District does not pay for damage to the employee's vehicle. Additionally, the automobile liability insurance carried on the employee vehicle shall always be primary in the event of an accident resulting in property damage or bodily injury to another party. Beyond that, any additional liability coverage for a District employee depends on whether the private vehicle use falls within the course and scope of an employee's designated employment.
- D. Employees required or authorized to drive private vehicles for student transportation or other District business are covered by Workers'



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Compensation in case of injury to themselves while engaged in carrying out the authorized business.

- E. Employees, such as Pupil Services and Attendance Counselors (PSA), authorized to drive private vehicles to transport student(s) in an emergency or non-routine situation must complete the Authorization for Emergency/Non-Routine Transportation form (LS1, Attachment A). A copy of each emergency/non-routine transport should be kept on file with the school site administrator.

#### IV. TRANSPORTATION BY PARENTS AND/OR STUDENTS

The preferred manner to transport students is through the use of school buses arranged through the Transportation Branch. However, where private vehicles are used to transport students, the following guidelines should be adhered to by District employees when using a private vehicle for the approved transport of students.

LAUSD does not authorize the use of student drivers to transport another student.

In addition, the use of private automobiles driven by parents is prohibited for district activities or events unless specifically authorized by the site administrator. In some instances, the site administrator may determine there are an insufficient number of students to justify the use of a school bus and may authorize parent drivers as a practical means of providing transportation. Once a parent driver has been authorized to transport students, in addition to the general safety precautions listed under Section II above, the following guidelines will apply:

- A. The District does not assume any liability for the operation of vehicles driven by parents or students.

The Transportation Waiver form (LS2, Attachment B) must be completed by a parent or guardian for each student riding in a private vehicle driven by any parent authorized to drive by the site administrator.

- B. All parent drivers must complete the Private Automobile Driver's Liability Insurance Certification form, (LS3, Attachment C).

- C. No insurance coverage is provided by the District's liability insurance program for parent and/or student drivers.

#### V. SPECIAL PROVISION REGARDING FIELD TRIPS

If a school has a field trip where parents or other non-District employees drive students in private vehicles, the school must obtain the following:



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### A. SIGNED WAIVERS

- 1) A signed Transportation Waiver Form from the parent or guardian of each student **MUST** be obtained without exception. If a student is of legal age, the **WAIVER** still must be signed by parent/guardian or next of kin.
- 2) A completed and signed Private Automobile Driver's Liability Insurance Certification form for each driver must be obtained.

### B. LIABILITY INSURANCE COVERAGE

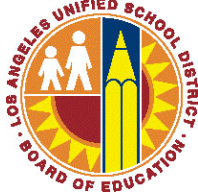
- 1) Blanket One-Day Field Trip accident/illness insurance covers students only while they are on a designated field trip site. It does not cover students while they are being transported to or from the field trip destination. The District provides limited liability coverage for LAUSD students on a District approved field trip while being transported on LAUSD owned buses; however, there is no District provided liability insurance coverage for drivers or passengers of private passenger automobiles while in transit to a designated field trip site. Further, there is no District provided liability insurance coverage for the private passenger automobile. The driver must possess and make available his/her own automobile liability insurance coverage pursuant to the California Financial Responsibility Act along with the signed copy of the Private Automobile Driver's Insurance Certification form.

**AUTHORITY:** This is a policy of the Board of Education of the City of Los Angeles

**RELATED RESOURCES:** California Education Code sections 35330 – 35332  
California Vehicle Code sections 12500 and 16000 et seq.  
[www.dmv.ca.gov](http://www.dmv.ca.gov)

**ASSISTANCE:** For assistance or further information please contact the Division of Risk Management & Insurance Services, Insurance & Risk Finance Section at (213) 241-1843 or email [Riskmanagement@lausd.net](mailto:Riskmanagement@lausd.net).

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ATTACHMENT B

TRANSPORTATION WAIVER FORM

Permission is granted for \_\_\_\_\_

(Name of student)

as a part of his/her class work in \_\_\_\_\_

(Course name)

or other student activity \_\_\_\_\_

(Type of activity)

at \_\_\_\_\_ School to participate in the following school-

sponsored field trip or excursion to: \_\_\_\_\_ on

the date of \_\_\_\_\_.

Since no school district transportation is available for this trip/excursion, I further authorize my child to use the following mode(s) of transportation to participate in the above event:

(Please initial on appropriate line(s) below and then sign at the bottom of page)

Ride in a private vehicle **driven by a District employee:**

Age of authorized driver: \_\_\_\_ (18-25) \_\_\_\_ (Over 25)

Ride in private **vehicle driven by a parent/volunteer:**

Age of authorized driver: \_\_\_\_ (18-25) \_\_\_\_ (Over 25)

In so doing, I hereby expressly waive and release any and all rights or claims of any nature whatsoever I may have against the Los Angeles Unified School District, the Board of Education of Los Angeles Unified School District, and its members, agents and employees, arising out of, in connection with, or resulting from the above school activity.

Signature of Parent/Guardian \_\_\_\_\_

Date

Name of Parent/Guardian \_\_\_\_\_

(If signed by Guardian please state nature of custodial relationship.)

# DISTRITO ESCOLAR UNIFICADO DE LOS ÁNGELES



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ANEXO B

## FORMULARIO DE EXENCIÓN PARA EL TRANSPORTE

Se concede permiso a \_\_\_\_\_  
(Nombre y apellido del estudiante)

como parte de su trabajo en la clase de \_\_\_\_\_  
(Nombre del curso)

u otra actividad estudiantil \_\_\_\_\_  
(Tipo de actividad)

en la escuela \_\_\_\_\_ para que participe en los siguientes viajes  
o excursiones patrocinados a: \_\_\_\_\_

en la fecha \_\_\_\_\_.

Dado que no hay transporte del distrito escolar disponible para este viaje/excursión, autorizo a mi hijo para que utilice el(los) siguiente(s) medio(s) de transporte para participar en el evento mencionado anteriormente:

**(Por favor coloque sus iniciales en las siguientes líneas que correspondan y luego firme al pie de la página)**

Viajar en un vehículo privado **conducido por un empleado del Distrito:**

Edad de los conductores autorizados: \_\_\_\_ (18-25) \_\_\_\_ (Más de 25)

Viajar en **vehículo** privado **conducido por un padre o voluntario:**

Edad de los conductores autorizados: \_\_\_\_ (18-25) \_\_\_\_ (Más de 25)

De este modo, por la presente renuncio expresamente a todo derecho o reclamo de cualquier naturaleza que pueda tener contra el Distrito Escolar Unificado de Los Angeles, la Junta de Educación del Distrito Escolar Unificado de Los Angeles, y sus miembros, agentes y empleados, que surja, se relacione o resulte de la actividad escolar anteriormente mencionada.

Firma del padre, la madre o tutor \_\_\_\_\_

Fecha

Nombre y apellido del padre, la madre o tutor \_\_\_\_\_

(Si firma el tutor, por favor explicar la naturaleza de la relación de custodia.)

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ATTACHMENT C

## PRIVATE AUTOMOBILE DRIVER CERTIFICATION OF LIABILITY INSURANCE

I hereby certify that I have automobile liability insurance which covers the driver and all passengers in the automobile, and I have ascertained that my policy will cover me and all passengers riding in the automobile in connection with the transport of students, other employees or tangible goods for the following LAUSD authorized employment duties or school activity:

Covered Auto \_\_\_\_\_

Make: \_\_\_\_\_

Model: \_\_\_\_\_

My insurance company is: \_\_\_\_\_

(Policy#) \_\_\_\_\_

My insurance agent/broker is: \_\_\_\_\_

(Telephone) \_\_\_\_\_

My driver's license number is: \_\_\_\_\_ Issue State: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ Age: \_\_\_ (18-25) \_\_\_ over 25

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

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

Work Site Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Title: \_\_\_\_\_

(Site Administrator/Supervisor)

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

# DISTRITO ESCOLAR UNIFICADO DE LOS ÁNGELES



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ANEXO C

## CONDUCTOR DE VEHÍCULO PRIVADO CERTIFICACIÓN DE SEGURO DE RESPONSABILIDAD CIVIL

Por la presente certifico que cuento con un seguro de responsabilidad automotriz que cubre al conductor y a los pasajeros en el automóvil, y he comprobado que mi póliza me cubrirá a mí y a todos los pasajeros que viajen en el automóvil en relación con el transporte de estudiantes, otros empleados o bienes materiales de los siguientes deberes por el empleo con el LAUSD o las siguientes actividades escolares autorizadas:

Auto cubierto

Marca: \_\_\_\_\_

Modelo: \_\_\_\_\_

Mi compañía de seguros es: \_\_\_\_\_

(Número de la póliza) \_\_\_\_\_

Mi agente/corredor de seguros es: \_\_\_\_\_

(Teléfono) \_\_\_\_\_

El número de mi licencia de conducir es: \_\_\_\_\_ Emitida por el Estado de: \_\_\_\_\_

Fecha de vencimiento: \_\_\_\_\_ Edad: \_\_\_\_ (18-25) \_\_\_\_ más de 25

Firma: \_\_\_\_\_

Aclaración del nombre y apellido: \_\_\_\_\_

Dirección del trabajo: \_\_\_\_\_

Domicilio \_\_\_\_\_

Revisado por: \_\_\_\_\_ Título: \_\_\_\_\_

(Administrador del plantel/Supervisor)

Fecha: \_\_\_\_\_

LS3, Rev. 05/2010