

TRANSPORTATION BY PRIVATE VEHICLE

The Superintendent or designee may authorize the transportation of students by private/rented automobiles for approved field trips and activities when an adult that has registered with the District for such purposes drives the vehicle.

Before transporting students on any field trip or activity, drivers shall register with the school site. Drivers shall receive safety and emergency instructions (contained in this handbook) that shall be kept in their vehicle. All student passengers shall provide permission slips signed by their parent/guardian.

Drivers shall be required to possess a valid California driver's license and liability insurance (see attached). An original of all requested forms shall be submitted to the school site so that copies can be made and retained. Insurance coverage shall be submitted to the school principal or designee. If the vehicle is rented, a statement from the insurance company indicating coverage of rental vehicles or a copy of the rental agreement indicating insurance coverage shall be submitted. Vehicles may only be rented from a commercial business whose business license authorizes this activity.

Owners, drivers and passengers shall be informed that the registered owner and his/her insurance company are responsible for any accidents which may occur. District personnel who participate using their private vehicle shall meet these same criteria.

All drivers and passengers shall wear seat belts in accordance with California Vehicle Code 27315. Trucks and pickups may not transport more persons than the passenger compartment is designed. 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 ten (10). More than nine passengers and the driver, a total of ten (10) occupants, in a vehicle constitute a school bus and are subject to additional regulations.

The school principal shall design a line of communication in case of emergency that line of communication shall be maintained by every driver during the field trip or activity.

The teacher and driver shall inform all student passengers that rules pertaining to the discipline of students and student behavior are enforced while on the field trip or activity.

Students shall not be allowed to drive other students for a field trip or activity.

Student Conduct

Because passengers' behavior can directly affect their safety and the safety of others, the following regulations apply at all times when students are passengers:

1. Riders shall follow the instructions and directions of the driver at all times. Disrespect to the driver or refusal to obey instructions will result in disciplinary action.
2. Riders should arrive at the pick-up stop on time and stand in a safe place for the vehicle.

3. Riders shall remain seated while the vehicle is in motion and shall not obstruct the view of the driver.
4. The driver may prohibit any excessive noise or behavior that distracts the driver or is considered a safety hazard by the driver. Failure to abide by the driver's directions may lead to suspension of riding privileges.
5. No part of the body, hands, arms or head should be put out of the window. Nothing shall be thrown from the vehicle.
6. Riders shall not damage or deface the vehicle or tamper with any equipment.
7. No animals, other than service animals, shall be allowed without express permission from the principal.

Out of State Travel

Due to restrictions and liability requirements in the California Education Code, the District shall require all adults taking out-of-state field trips or excursions and all parents/guardians of students taking field trips or excursions to sign a statement waiving claims against the District.

Supervision

1. Students on approved trips are under the jurisdiction of the Board and subject to school rules and regulations.
2. Teachers, other certificated personnel, and chaperones shall accompany students on all trips and shall assume responsibility for their proper conduct.
3. Before the trip, teachers shall provide any adult chaperones that may accompany the students with clear information regarding their responsibilities.
4. Chaperones, other than parent(s) or guardian(s) shall be 21 years of age or older.
5. Chaperones shall be assigned a prescribed group of students and shall be responsible for the continuous monitoring of these students' activities.
6. Teachers and chaperones shall not consume alcoholic beverages, smoke, or use other controlled substances (other than medication prescribed by a physician that does not include a physician's warning to not driver or operate machinery while under the influence of the particular medication) while supervising students on a trip and/or while driving.
7. When a trip is made to a place of business or industry, the teacher shall arrange for an employee of the host company to serve as conductor.

Driver Instructions

When using your private vehicle to transport students on field trips or other school activity trips, you are required to:

1. Provide a copy of the rental agreement if the vehicle is rented.
2. Check the safety of your vehicle: tires, brakes, lights, horn, suspension, etc.
3. Ensure your vehicle has sufficient gasoline for the trip.
4. Only carry occupants in the passenger compartment, if the vehicle is a truck or pickup.
5. If the vehicle is a truck or pickup, occupants shall only be carried in the passenger compartment.
6. Read and understand the contents of this handbook.
7. Require each passenger to use a safety seat belt.

8. Understand that the District is not responsible for any traffic or parking violations incurred by the driver.
9. Maintain a copy of each passenger's permission slip and emergency contact with you during the trip or activity.
10. Not permit a child of 12 years of age or younger to ride in the front seat if the vehicle has an air bag on the front passenger side.

11. GUIDELINES

1. The distance traveled shall not exceed 120 miles, one way.
2. The trip shall begin and be completed the same day. No unauthorized stops are permitted.
3. All applicable laws must be obeyed.
4. Consuming alcoholic beverages, smoking or using other controlled substances (other than medication prescribed by a physician that does not include a physician's warning to not drive or operate machinery while under the influence of the particular medication) is not permitted.
5. The vehicle shall be operated in a safe manner.
6. The instructions for driving and chaperoning students given by the teacher sponsoring the field trip shall be followed.
7. Drivers will be assigned a "partner car" with whom they will caravan for the duration of the field trip. Drivers may not stop while transporting students for any reason other than an emergency. If an emergency should occur, please proceed to the nearest safe destination and call for help. Do not stop at the side of the freeway or at the scene of an accident.
8. Parents may not – under **any** circumstances – use a cellular phone while transporting students. If you find it necessary to make a call, proceed to the nearest safe destination, stop your vehicle and make the call.
9. All cars transporting students shall contain the following:
 - a. Emergency information for each student in the vehicle
 - b. Directions and map to destination
 - c. Teacher's cellular phone number
 - d. School phone number
10. Song selections played in the vehicle will be determined by the authorized driver. Music that includes profanity, vulgarity, violence, racism, or sexism – including those with edits – will not be permitted.
11. The following student supervision ratio must be observed at all times: 1 to 5 for grades K-2 and 1 to 10 for grades 3-12.
12. A copy of your car registration and driver's license must be attached.
13. Each passenger shall have a seat belt available and must wear it.
14. A car seat or booster is required until the passenger is at least 8 years of age or 4'9".
15. If a car has front air bags, children 12 and under or 4'9" and under must be seated in the back seat.
16. The driver will carry a cell phone and First Aid Kit in case of emergencies.