

**Business and Noninstructional Operations**  
**SCHOOL-RELATED TRIPS**

E3541.1

**Priority of Transportation Requests**

1. Whenever possible, school buses and vans will be used to transport students.
2. If requests for school vans exceed availability, the transportation supervisor and site principals and/or, the athletic directors will assign priority by considering all options and financial impact.
3. Whenever appropriate, private vehicles may be utilized so long as they meet district requirements.

**Use of Private Vehicles**

1. Volunteer drivers of private vehicles must be a responsible adult (non-high school student) with a completed School Driver Certification Form (attached).
2. The priority for driver selection will be as follows:
  - a. Coaches
  - b. School employees not requiring a substitute
  - c. Other school employees
  - d. Board members/spouses; employee/coaches' spouses
  - e. Parents/guardians meeting district requirements
  - f. Other responsible adults meeting district requirements

**Alternate Transportation to and from School Events**

1. Parent/guardian request for alternate transportation (to a school event):
  - a. A parent/guardian may take their own child to a school event with the event advisor or coach's prior approval.
  - b. A parent/guardian may request that his/her student ride with another responsible adult so long as that request is made, in writing, 24 hours prior to the school event, and this request has been confirmed.
2. Parent/guardian request for release from school transportation (return trip):
  - a. A student may be released to his/her own parent/guardian after a school event. The parent/guardian must, however, make the request in person.
  - b. A student may be released to another responsible adult (non-high school student) so long as they have made this request, in writing, 24 hours prior to the release, and this request has been confirmed.

**Van Policy**

Whenever District Vans are used, an "Extra Trip Report" must be completed and left on the clip board in the van. A pre-trip inspection and required brake test must be completed by the driver before any students are loaded before leaving the school site and again before the return trip home. The driver is responsible to verify that the van is equipped with following emergency equipment: jack and lug wrench, spare tire with air, snow chains, first aid kit, flashlight, spill kit and fire extinguisher.

## **DRIVER INSTRUCTION FORM**

### **Private Vehicle Use**

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

1. Be sure that you have a valid driver's license and current liability insurance of at least \$100,000 per occurrence.
2. Check the safety of your vehicle: trip, brakes, lights, horn, suspension, etc.
3. Carry only the number of passengers, for which your vehicle was designed. (If you have a truck or pickup, 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).
5. Do not smoke a pipe, cigar, or cigarette while there are minors in the vehicle, as required by law.
6. Obey all traffic laws.
7. Take the most direct route to the destination or event without unnecessary stops.
8. In case of emergency, keep all students together and call 911 and the district office.

### **District Vehicle Use**

1. Check the safety of your vehicle by using the districts' "Driver's Daily Vehicle Inspection and Report" form.
2. Carry only the number of passengers, for which your vehicle was designed.
3. Require each passenger to use to safety belt.
4. All drivers will be required to furnish the District Transportation Department with a DMV form H-6. (This is obtained from any DMV office.)

### PRIVATE VEHICLE REQUIREMENTS

The district acknowledges the need for responsible private drivers to provide transportation services for numerous school activities that otherwise would not exist without volunteer support.

To ensure that private transportation services will be provided in a safe, efficient and cost-effective manner, the following requirements will be met:

1. The driver will be 21 years of age or over and possess a valid California driver's license.
2. The driver will be in good physical condition, free of medications that may affect operation of the vehicle.
3. The vehicle will be in excellent condition and repair.
4. The vehicle will have a seat belt for each student being transported and the driver will require them to use it. Limitation on number of students transported is:

6-passenger sedans: 5 passengers + driver

station wagons: 8 passengers + driver

vans: 9 passengers + driver

NO TRANSPORTATION OF MORE THAN NINE PASSENGERS

5. The driver accepts the added responsibility that comes from carrying extra individuals and, therefore, will be conscientious in obeying all driver 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 host owner/driver.
6. The driver must have an automobile liability insurance policy and is also responsible for physical damage to their vehicle. The district's liability insurance does not extend protection to the private driver unless the driver has been deemed a volunteer/employee 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 required of the driver are:

Bodily Injury:	\$ <u>50,000.00</u>	each person
	\$ <u>100,000.00</u>	each occurrence
Property Damage:	\$ <u>25,000.00</u>	each occurrence
	OR	
Combined Single Limit:	\$ <u>100,000.00</u>	each occurrence

SCHOOL DRIVER REGISTRATION FORM

DRIVER INFORMATION

Driver (circle one): Employee Parent/Guardian Volunteer  
Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_  
Driver's License No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

VEHICLE INFORMATION

Name of Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
Make: \_\_\_\_\_ Year: \_\_\_\_\_ License Plate No.: \_\_\_\_\_  
Registration Expiration: \_\_\_\_\_ Seating Capacity: \_\_\_\_\_

INSURANCE INFORMATION

Insurance Company: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_  
Policy No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
Liability Limits of Policy: \_\_\_\_\_  
(Copy of Policy Declaration Sheet showing Coverage must be attached)

DRIVER STATEMENT

I certify that I have not been convicted of reckless driving or driving under the influence of drugs or alcohol or have committed any violation which results in a conviction assigned a violation point count of two (2) or more within the past five (5) years and that the information given above is true and correct. I understand that if an accident occurs, my insurance coverage shall bear primary responsibility for any losses or claims for damages.

I certify that I have received and will abide by the driver instructions provided by the district.

Signature: \_\_\_\_\_ Date \_\_\_\_\_  
Driver Applicant

Approved: \_\_\_\_\_ Date \_\_\_\_\_  
Designated School Official

*A form must be filled out for each vehicle used to transport students. Keep original on file at site, copy to Transportation Department.*

*Parent driving own vehicle: file with this form a copy of their driver's license and verification of insurance.*

**DRIVERS OF DISTRICT VEHICLES REQUIREMENTS**  
(For everyone except district bus drivers.)

The district acknowledges the need for responsible drivers to provide transportation services for numerous school activities that otherwise would not exist without volunteer support.

To ensure that transportation services will be provided in safe, efficient and cost effective manner, the following requirements will be met:

1. The driver will be 21 years of age or over and possess a valid California driver's license.
  2. The driver will be in good physical condition, free of medications that may affect operation of the vehicle.
  3. The vehicle will be in excellent condition and repair.
  4. The vehicle will have a seat belt for each student being transported and the driver will require them to use it.
  5. 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.
  6. Each driver is required to have knowledge of how to perform a vehicle check before any students are loaded.
  7. All drivers must have the ability to put on snow chains and be familiar with the vehicle they are to drive.
- 

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

Driver's full name: \_\_\_\_\_

Driver's License # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Date of Birth \_\_\_\_\_

Cell Ph. \_\_\_\_\_ Home Ph. \_\_\_\_\_ Emer. Ph. \_\_\_\_\_

Check here that DMV form #H-6 (from any DMV office) is attached

Exhibit  
Version: July 15, 2009

**SCOTT VALLEY UNIFIED SCHOOL DISTRICT**  
Fort Jones, California

Insert "Authorization for Release of Driver Record Information" Here

**VEHICLE PASSENGER ASSIGNMENT**

School Site: \_\_\_\_\_

This is to certify that I \_\_\_\_\_ have liability insurance on my automobile which covers the students who I will be transporting to:

\_\_\_\_\_ on \_\_\_\_\_  
Name of Activity Date

**Check with school official if insurance information is not on file.**

The vehicle will have a seat belt for each student being transported and the driver will require them to use it. Limitation on number of students transported is:

- 6-passenger sedans: 5 passengers + driver
- station wagons: 8 passengers + driver
- vans: 9 passengers + driver

**NO TRANSPORTATION OF MORE THAN NINE PASSENGERS**

**Vehicle Information**

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

Color: \_\_\_\_\_  
License No. \_\_\_\_\_

I agree to transport the following students:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_
- 9. \_\_\_\_\_

\_\_\_\_\_  
Signature of Vehicle Owner

\_\_\_\_\_  
Date

*1 copy goes with the driver  
1 copy filed in the school office*

***Retain this form at school site***

**PARENT/GUARDIAN REQUEST FORM FOR TRIP**

School Site: \_\_\_\_\_

My son/daughter \_\_\_\_\_ has permission to participate in the following voluntary activity.

Activity \_\_\_\_\_

Destination \_\_\_\_\_

Under the supervision of \_\_\_\_\_

Departure Date \_\_\_\_\_ Time \_\_\_\_\_ Return Time \_\_\_\_\_

I understand that my child will travel to and from this activity by way of a school vehicle or a private car. I further agree to assume the responsibility for seeing that my child cooperates and follows the directions and instructions of school officials in charge. Also, I will not hold the Scott Valley Unified School District liable beyond the normal liability stated in the Education Code.

I hereby give my consent for all medical care prescribed by a duly licensed physician (M.D.) for above named student, as his/her parent/guardian.

This consent may be given under whatever conditions are necessary to preserve the life, limb or well being of my dependent.

**During this event** I can be located at:

\_\_\_\_\_  
Address Phone Number: Cell Work Home

\_\_\_\_\_  
Parent/Guardian Signature Phone Date

*file at site*

***Retain this form at school site***