

## **Business and Noninstructional Operations**

### **TRANSPORTATION FOR SCHOOL-RELATED TRIPS**

**BP 3540.2**

The district may provide transportation for students, employees, and other individuals for field trips and excursions approved according to Board policy and administrative regulations.

*(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.

*(cf. 3540 - Transportation)*

When district transportation is provided, students may be released from using district transportation only with the advance written permission of their parent/guardian.

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

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)

#### **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 a valid license from his/her state of residence if he/she is a nonresident on active military duty in California. 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 in a private vehicle shall have registered with the district for such purposes and has met District requirements.

Owners, drivers and passengers shall be informed that the registered owner or his/her insurance company is responsible for any accidents which may occur. District personnel who frequently transport students in their private vehicles are urged to carry liability insurance of \$300,000 or more per occurrence.

It is recommended that drivers shall receive safety and emergency instructions which shall be kept in their vehicle.

All student passengers shall submit permission slips signed by their parent/guardian. Teachers shall ensure that each driver has a copy of the permission slip for each student riding in his/her vehicle.

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 also ensure that the manufacturer's recommendations for his/her vehicle are followed regarding the seating of children in seats equipped with airbags.

**Student Drivers**

When district transportation is provided, students may be released from using district transportation only with the advance written permission of their parent/guardian. Whether or not district transportation is provided, students who furnish their own transportation to a voluntary or required school-related activity off-campus and their parents are required to sign and submit the District's *Consent and General Release of Liability* form agreeing to waive claims and indemnify the District against any third party claims resulting from the use of the private vehicle.

**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

***Legal References:*****EDUCATION CODE**

35330 *Excursions and field trips*

35332 *Transportation by air*

39830 *School bus*

39830.1 *School pupil activity bus*

39860 *Transportation to special activities by district*

44808 *Liability when students not on school property*

**VEHICLE CODE**

27315 *Mandatory use of seat belts in private passenger vehicles*

27360-27360.5 *Child passenger restraint systems*

27363 *Child passenger restraint systems, exemptions*

***Management Resources:*****WEB SITES**

*California Department of Motor Vehicles: <http://www.dmv.ca.gov>*

*California Highway Patrol: <http://www.chp.ca.gov>*

*California Office of Traffic Safety: <http://www.ots.ca.gov>*

*National Highway Traffic Safety Administration: <http://www.nhtsa.dot.gov>*

*National Transportation Safety Board: <http://www.nts.gov>*

**TRANSPORTATION FOR SCHOOL-RELATED TRIPS (continued)**

**BP 3540.2**

ADOPTED: September 18, 1978

REVISED: December 1, 1986

REVISED: July 14, 1997

REVISED: December 11, 2000

REVISED: May 22, 2007

REVISED: July 31, 2007 (Renumbered as a BP)

MORGAN HILL UNIFIED SCHOOL DISTRICT

Morgan Hill, California