

**TRANSPORTATION FOR SCHOOL-RELATED TRIPS**

The district may provide transportation for students, employees, and other individuals for field trips and other school-related trips approved according to Governing Board policy and administrative regulation.

*(cf. 3312.2 - Educational Travel Program Contracts)*

*(cf. 3540 - Transportation)*

*(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. He/she may authorize the use of district vehicles, contract to provide transportation, or arrange transportation by the use of other vehicles.

It is the general policy of this district to transport students to and from school-related activities in buses and vehicles owned or leased by the district and driven by qualified drivers. Occasionally, circumstances may exist which would make it impossible or impractical to adhere strictly to the general policy stated above; therefore, private automobiles may be used for field trips and school-related activities to transport students when a school vehicle is not available or when the number of students or the nature of the trip would make it impractical to use district vehicles. However, non-school bus vehicles exceeding 9 passengers plus the driver, totaling 10, will not be permitted for student transportation.

No persons should transport students in a private vehicle without first having received authorization from the principal and Director of Transportation. Principals or their designees may authorize the use of private vehicles for the transportation of students after ensuring that the driver and the vehicles have met the requirements set forth in the administrative procedures established to implement this policy.

Drivers of vehicles shall not allow the number of passengers to exceed the normal seating capacity of the vehicle and never exceed a vehicle designed to carry more than a passenger plus the driver for a total of 10. Violation of this requirement may result in the driver being personally liable should an accident occur.

The Superintendent or designee shall ensure that the district or contractor has sufficient liability insurance for transportation on school-related trips.

*(cf. 3530 - Risk Management/Insurance)*

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

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

### **Study, Cocurricular, and Extracurricular Trips**

The Transportation Department is authorized to provide transportation for cocurricular and extracurricular activities as an integral part of the school and community recreation programs.

#### **Request Procedure**

1. The originator shall complete a clearly legible, typed or printed Trip Authorization, and Transportation Request (Form T-19) which is submitted to the site administrator for approval at least twenty (20) working days prior to the trip date, upon site approval. The approved request shall be submitted to the Transportation Department via electronic means at least fifteen (15) working days before the date of the trip. If the trip is outside of San Diego County, a hard copy of the request must be submitted to Learning Support Services for approval prior to being sent to the Transportation Department. If the trip is outside of the State of California or out of the United States, a hard copy of the request must be submitted to Learning Support Services for Board approval prior to being sent to the Transportation Department. The originator must provide sufficient time for placement on the Board agenda as determined by Learning Support Services.
2. A Trip Permit (Form T-13) is required for each student/participant regardless of destination except employees in paid status. This form cites the liability immunity in Education Code 35330. The original signed copy must be retained by the site principal for twelve (12) months following the trip.

#### **Use of Charter Buses**

Chartered buses from private bus companies and their drivers must be certified and selected for use through the competitive bid process before they can provide services to the school district. The Director of Transportation will provide a listing of approved charter companies. Trip requestors specifically requesting charter buses will be charged the actual cost of the charter bus.

#### **Billing Procedures**

Electronic online mileage calculation will be used to compute distances to and from all trip destinations using the Transportation terminal as the point of origin. Trips under twenty-five (25) miles will be charged a minimum of twenty-five (25) miles. Trips with multiple destinations will be charged the actual mileage driven. The per-mile charge will be calculated and established by the Transportation Department.

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The following minimum requirements shall be adhered to in providing extra-curricular transportation services. All students participating in extra-curricular activities shall travel to and from those activities in an authorized district vehicle, except as follows:

1. Parents of participating students shall sign the Trip Permit (Form T-13).
2. If an extreme hardship that prevents a student from taking the district-provided transportation exists, the athletic director, or other designated school official, may grant permission to use alternative transportation if the student obtains the following:
  - a. A note signed by the parent or guardian presented at least one day prior to the activity, if the student will be driving themselves.
  - b. The approval of the athletic director, or other designated school official.
  - c. A separate note each time an exception is desired.

Note: If students are requesting to drive themselves, no other passengers will be permitted.

3. It is not appropriate to substitute district-provided transportation with large numbers of parent vehicles; however, if for some reason a team or group of students must use private vehicles driven by parents, the drivers shall:
  - a. Secure approval from the school site principal, or designated school official.
  - b. Complete PUSD Form T-30 (insurance requirement).
  - c. Ensure that seat belts are used by each passenger.
  - d. Never transport more than nine passengers in any vehicle.
4. If a team or group of students must use private vehicles driven by parents, the coach or other responsible school official shall:
  - a. Ensure drivers' compliance with item 3 above.
  - b. Complete and file with the athletic director, or designated school official, a signed parental permission off-site field trip form (one per season) with a listing of all drivers that the student might be riding with.
  - c. File a transportation plan with the athletic director, or designated school official, identifying the destinations and estimated arrival times.

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Submit a list of all drivers and dates to the athletic director, or designated school official.

Submit a PUSD Trip Authorization Request Form T-19 to the athletic director, or designated school official, stating, "No district transportation needed."

5. All district vans used for extra-curricular activities shall:
  - a. Be driven by an authorized district employee.
  - b. Never transport more than one driver and nine passengers.
  - c. Always incorporate the use of seat belts for all occupants.
  - d. Have all equipment stored safely.
6. Drivers of district vans shall report all accidents pursuant to the instructions in the glove box. Other damage or mechanical breakdowns shall be noted on the log in the glove box and repairs that affect the safe driving of the vehicle shall be reported immediately to the Transportation Department. The athletic director, or designated school official, shall also be informed immediately, and all documentation forwarded to the Directors of Transportation and Risk Management within 24 hours.
7. All teams or student groups using school or chartered buses shall:
  - a. Have an authorized adult on the bus.
  - b. Follow all PUSD school safety bus rules.
  - c. Be ready to leave on time (school buses are typically on tight schedules).
  - d. Clean up any trash and remove all equipment, clothing, etc.

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

*(cf. 1230 - School-Connected Organizations)*

**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, if he/she is a nonresident on active military duty in California, possesses a valid license

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from his/her state of residence and a copy of their DMV H6. 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 to district students in a private vehicle shall register with the district for such purposes.

*(cf. 1240 - Volunteer Assistance)*

It is important that every precaution be taken to ensure the safety and welfare of students in cases where private transportation is used. The guidelines listed below will assist the taking of appropriate precautions. The Private Vehicle Transportation for Student Off-Site Study Experience (Form T-30) will also assist.

The guidelines for the use of private transportation for transporting students consist of the following:

1. The normal Trip Authorization/Transportation Request (Form T-19) request for field trips shall be submitted to the Transportation Department indicating that no district transportation will be required. Upon receiving approval for the trip request, the persons who have volunteered to provide transportation shall complete Form T-30 indicating the type of liability insurance they carry and acknowledging their awareness that the individual's insurance carrier is the primary agent responsible for liability in this instance.
2. The Trip Permit (Form T-13) shall be signed by parents of participating students. This form states that participation in the activity is voluntary and cites the liability immunity in Education Code 35330.
3. The completed forms must be filed with the school principal before the trip is taken. No transportation of students in private vehicles is to be taken unless these procedures are carefully followed.
4. Students in the K-12 school shall not be authorized to transport other K-12 students except siblings with parental permission.
5. Responsible district employees must take reasonable precautions to ensure that individuals volunteering to transport students are responsible and capable operators of the vehicles to be used.
6. When a PUSD teacher or parent uses his/her private vehicle for transporting students on a field trip, both Form T-19 and Form T-30 must be completed. The same insurance coverage of a teacher's private vehicle (as on Form T-30) must be maintained. If an accident occurs,

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the insurance on the private vehicle is the primary insurance; if the limits of this insurance are exceeded, the district insurance will be applied.

Drivers shall receive safety and emergency instructions which shall be kept in their vehicle.

All student passengers shall submit permission slips signed by their parents/guardians. 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. Trucks may not transport more persons than can safely sit in the passenger compartment. The driver shall ensure that the manufacturer's recommendations for his/her vehicle are followed regarding the seating of children in seats equipped with airbags.

The driver or any other person shall not smoke or have in his/her immediate possession a lighted pipe, cigar, or cigarette containing tobacco or any other plant when there is a minor in the motor vehicle, whether the motor vehicle is in motion or at rest. (Health and Safety Code 118948)

**Passenger Restraint Systems**

All drivers shall wear safety belts and shall ensure that all passengers are properly secured in seat belts or child passenger restraint systems in accordance with law. (Vehicle Code 27315, 27360, 27360.5, 27363)

A child who is under age eight years shall be properly secured in a rear seat in an appropriate child passenger restraint system meeting federal safety standards, except under any of the following circumstances: (Vehicle Code 27360, 27363)

1. The child is four feet nine inches or taller, in which case a safety belt may be used.
2. Use of a child passenger restraint system would be impractical by reason of physical unfitness, medical condition, or size and an appropriate special needs child passenger restraint system is not available.
3. There is no rear seat, the rear seats are side-facing jump seats or rear-facing seats, the child passenger restraint system cannot be installed properly in the rear seat, all rear seats are already occupied by children under age eight years, or medical reasons necessitate that the child not ride in the rear seat.
4. The child is otherwise exempted by law.

*Legal Reference: (see next page)*

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*Legal Reference:*

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*

HEALTH AND SAFETY CODE

118947-118949 *Prohibition against smoking in motor vehicle with minor*

PUBLIC UTILITIES CODE

5384.2 *District not liable for charter-party carrier*

VEHICLE CODE

545 *School bus, definition*

12814.6 *Limitations of provisional driver's license*

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>*