

**TRANSPORTATION FOR SCHOOL-RELATED TRIPS****Transportation by District or District Sponsored Vehicle**

The district may provide transportation in buses or other school or public transportation vehicles for field trips and excursions in connection with instruction or school-related social, educational, cultural, athletic or school band activities. District owned vehicles and/or vehicles that are rented by the district shall only be driven by district staff 21 years of age or older, who are enrolled in the District's California Department of Motor Vehicle Employer Pull Notice Program.

*(cf. 3541.5 - Alternative Transportation Arrangements)*

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

*(cf. 3250 - Transportation Fees)*

*(cf. 3542 - School Bus Drivers)*

*(cf. 3543 - Transportation Safety and Emergencies)*

*(cf. 6153 - School-Sponsored Trips)*

**District Driver Approval**

The district reserves the right to refuse or limit an employee's or volunteer's authorization to operate a vehicle on district business or be reimbursed mileage if the individual is determined to be a high risk driver according to district guidelines, or fails to maintain adequate vehicle insurance and/or a valid California drivers license.

**Student Release From Using District Transportation**

When district transportation is provided, students may be released from using district transportation only with the advance written permission of their parent/guardian. The written release form must be submitted for each activity a student is involved.

**Transportation by Private Vehicle**

The Superintendent or designee may authorize the transportation of students by private automobile for approved field trips and activities when the vehicle is driven by an adult, age 21 or over, who has registered for such purposes and the student's parents/guardians have provided signed permission slips with the district.

*Legal Reference: (see next page)*

## TRANSPORTATION FOR SCHOOL-RELATED TRIPS (continued)

*Legal Reference:*

EDUCATION CODE

35330 *Excursions and field trips*

39830 *School bus*

39835 *Use for community recreation*

39837 *Transportation of pupils to places of summer employment*

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*

34501.6 *School buses; reduced visibility*

Castro v. Los Angeles (1976) 54 Cal.App.3d 232

Salcedo v. Monterey County Office of Education (1992) 1 Cal.Rptr.2d 868

Hanson v. Reedley School District (1941) 43 Cal.App.2d 643

Lehmuth v. Long Beach Unified School District (1960) 53 Cal.App.2d 544

Policy  
adopted: April 14, 1997  
Revised: May 27, 2003

**VISALIA UNIFIED SCHOOL DISTRICT**  
Visalia, California

**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 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.

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.

School-related organizations requesting transportation shall be fully responsible for the costs of their trips unless funding has been approved by the Governing 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 from his/her state of residence. 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.

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)

*(cf. 1240 - Volunteer Assistance)*

For activities where the district is providing and/or sponsoring the transportation in a private passenger vehicle, it shall be the responsibility of Human Resources or designee to authorize and approve the drivers of those vehicles. All required forms shall be submitted to the Human Resources ([drivingprogram@vusd.org](mailto:drivingprogram@vusd.org)) no less than 15 days prior to the activity.

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

It shall be the responsibility of the principal or designee to:

1. Submit all required forms to Human Resources (drivingprogram@vusd.org) no less than 15 days prior to the activity;
2. Obtain a photocopy of the driver's license; obtain a photocopy of the driver's proof of insurance form;
3. Have all drivers complete the requirements of the "Personal Vehicle Use Guidelines"
4. Have all drivers complete the "Employee/Volunteer Personal Use Permission" form and submit it to (drivingprogram@vusd.org)
5. Have all drivers review "District Employee Driving Private Vehicles – Driver Instructions"

If transportation is not provided and/or sponsored by the district, it shall be the responsibility of the principal or their designee to be certain that the participants and the parents/guardians are advised in writing that the district is not providing transportation, that the parent/guardian assumes all responsibility to make appropriate transportation arrangements, and that the district assumes no legal liability for that transportation. ("Non-District Sponsored Transportation Agreement" form

Private vehicle owners, drivers and passengers shall be informed that the registered owner of the vehicle and his/her insurance company is the primary coverage for any accidents which may occur, and that the district does not provide collision or comprehensive coverage on the vehicle.

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

### **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 8 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 8 years, or medical reasons necessitate that the child not ride in the rear seat.
4. The child is otherwise exempted by law.

### **Student Release from Using District Transportation**

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

The written release form must be submitted for each activity a student is involved. ("Parent/Student Voluntary Transportation Agreement" form.

### **Employee Transportation**

Procedures are as follows:

1. At the beginning of the school year, the site principals and department supervisors shall identify those employees who frequently or regularly drive their personal vehicles on district business.

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

2. The principal/supervisor shall obtain a complete “Employee/Volunteer Personal Vehicle Use Permission Form” from those employees driving personal vehicles.
3. The completed form, and a photocopy of the employee’s drivers license and proof of insurance shall be sent to Human Resources (drivingprogram@vusd.org).
4. Human Resources shall submit the necessary information to the California DMV for the listed employees to be entered into the DMV “Employer Pull Notice Program.”
5. The forms and DMV pull-notices shall be reviewed by the Human Resources. The employee’s DMV pull-notice will be evaluated and “points” assessed as follows:
  - A. One point is charged for the following:
    - a. Unsafe operation of a vehicle
    - b. Moving violation
    - c. An “at fault” accident

If the employee disputes the fault of an accident, it is the employee’s responsibility to obtain a copy of the accident report or insurance company report for review and consideration.

- B. Two points are charged for any of the following:
      - a. Reckless driving
      - b. Hit and run driving
      - c. Vehicular manslaughter
      - d. Evading a peace officer or resisting citation/arrest
      - e. Driving on the wrong side of the highway
      - f. Speed contest or exhibition of speed
      - g. Use of a vehicle for any illegal purpose
      - h. Driving under the influence of alcohol and/or any drug
    - C. For the district's purposes an employee is considered a high-risk driver when the driving record shows the following DMV point count:
      - 2 points in the most recent 12 month period
      - 3 points in the most recent 24 month period
      - 4 points in the most recent 36 month period

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

6. If any employee has a suspended or revoked drivers license, Human Resources shall notify the principal or site supervisor that the employee is not allowed to drive on district business.

When an employee is considered a high-risk driver pursuant to 5.C., Human Resources shall notify the principal or site supervisor that the employee shall be refused or limited when driving on district business as much as reasonably possible. The principal/supervisor shall then notify the employee. The employee shall not be allowed to drive students or staff in the course of business.

Employees shall be advised and periodically reminded of the following minimum risk management standards:

1. Transport only approved passengers while on any trip.
2. All drivers and passengers are required to wear seat belts at all times.
3. Follow the safest, most direct route while considering weather and road conditions.
4. Follow all laws and rules of the road, including but not limited to, speed limits.
5. Drive defensively and do what a reasonable and prudent person would do.

*Legal Reference: (see next page)*



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

### *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>*

Regulation

approved: April 14, 1997

revised: April 24, 2003

revised: March 8, 2012

revised: September 5, 2023

**VISALIA UNIFIED SCHOOL DISTRICT**

Visalia, California