



Transportation for School Related Trips

Approved: 10/14/2024

Purpose

America's Finest Charter School may provide transportation for students, employees, and other individuals for field trips and other school-related trips approved according to Board policy. The Executive Director or designee shall determine the most appropriate and cost-effective mode of transportation for each approved trip. He/she may authorize the use of school vehicles, contract to provide transportation, or arrange transportation by the use of other vehicles. The Executive Director or designee shall ensure that the school or contractor has sufficient liability insurance for transportation on school-related trips. When school transportation is provided, students may be released from using school 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 Board of Trustees.

Transportation by Private Vehicle

Executive Director 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 School students in a private vehicle shall register with the school 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)

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)

- The child is four feet nine inches or taller, in which case a safety belt may be used.
- 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.
- 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 does not ride in the rear seat.
- The child is otherwise exempted by law.

DRIVER INSTRUCTIONS

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

- Be sure that you have registered with the district for such purposes and have a valid driver's license and current liability insurance at or above the minimum amount required by law for each occurrence.
- Check the safety of your vehicle: tires, brakes, lights, horn, suspension, etc.
- Carry only the number of passengers for which your vehicle was designed. If you have a pickup truck, carry only as many as can safely sit in the passenger compartment.
- Require each passenger to use an appropriate child passenger restraint system (child car seat or booster seat) or safety belt in accordance with law.
- Do not smoke a pipe, cigar, or cigarette while there are minors in the vehicle, as required by law.
- Obey all traffic laws.
- Take the most direct route to the destination or event without unnecessary stops.
- In case of emergency, keep all students together and call 911 and the school office.

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.: _____
ExpirationDate _____
Liability Limits of Policy: _____

DRIVER STATEMENT

I certify that I have not been convicted of reckless driving or driving under the influence of drugs or alcohol within the past five 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

school. Name: _____ Date: _____

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
Ed. Code 35330	Field trips and excursions; student fees
Ed. Code 35332	Transportation by chartered airline
Ed. Code 39830	School bus
Ed. Code 39830.1	School pupil activity bus
Ed. Code 39860	Transportation to school activities
Ed. Code 44808	Liability when students are not on school property
H&S Code 118947-118949	Prohibition against smoking in motor vehicle with minor
Pub. Util. Code 5384.2	District not liable for charter-party carrier
Veh. Code 12814.6	Teen driver's act
Veh. Code 27315	Mandatory use of seat belts in private passenger vehicles
Veh. Code 27360-27360.5	Child passenger restraint systems
Veh. Code 27363	Child passenger restraint systems; exemptions
Veh. Code 545	School bus; definition