

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

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

The Director, or designee, shall determine the most appropriate and cost-effective mode of transportation for each approved trip.

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 Director, 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 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 a valid license from his/her state of residence if he/she is a nonresident on active military duty in California. A driver shall be required to 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 Charter 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.

Vehicle owners, drivers and passengers shall be informed that the registered owner and his/her insurance company are responsible for any accidents or violations that may occur.

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

Passenger Restraint Systems

All drivers shall wear safety belts in accordance with law. In addition, drivers shall ensure that all passengers wear seat belts (Vehicle Code [27315](#)).

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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

VEHICLE CODE

[27315](#) Mandatory use of seat belts in private passenger vehicles

Management Resources:

WEB SITES

California Highway Patrol: <http://www.chp.ca.gov>Office of Traffic Safety: <http://www.ots.ca.gov>Department of Motor Vehicles: <http://www.dmv.ca.gov>National Transportation Safety Board: <http://www.nts.gov>National Highway Traffic Safety Administration: <http://www.nhtsa.dot.gov>