

OFFICE OF THE SOLANO COUNTY SUPERINTENDENT OF SCHOOLS

Series 3000 – BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Policy 3540

Transportation

The Solano County Office of Education (SCOE) desires to provide for the safe and efficient transportation of students to and from school as necessary to ensure student access to the educational program, promote regular attendance, and reduce tardiness. The extent to which SCOE provides for transportation services shall depend upon student and community needs and a continuing assessment of financial resources.

The County Superintendent or designee shall develop procedures to promote safety for students traveling on school buses using the most economical and appropriate means of providing transportation services.

The Superintendent or designee shall ensure the qualifications of bus drivers and related staff employed by SCOE, provide for the maintenance and operation of SCOE-owned school buses and other equipment, and ensure adequate facilities for equipment storage and maintenance.

No student shall be required to be transported for any reason without the written permission of the student's parent/guardian, except in emergency situations involving illness or injury to the student.

Means of Transportation

Students shall be transported in buses that meet the California Highway Patrol safety standards and will be in compliance with all state and local regulations.

To provide transportation services, SCOE may purchase, rent, or lease vehicles; contract with a common carrier or municipally owned transit system; contract with responsible private parties including the parent/guardian of the student being transported; and/or contract with a school district.

In contracting for transportation services, SCOE shall comply with all applicable laws related to bids and contracts.

In lieu of providing transportation in whole or in part, SCOE may pay the student's parents/guardians either their actual and necessary expenses in transporting the student or the cost of the student's food and lodging at a place convenient to the school. In either case, the amount of the payment shall not exceed the cost that would be incurred by SCOE to provide for the transportation of the student to and from school.

Program and Staff Use of Vehicles

1. Program Vehicles

Each department is responsible for vehicles used in the process of operating programs. Compliance with office procedures and regulations relating to the operations of program vehicles is a departmental responsibility. Only county employees are authorized to drive county vehicles.

a. Use of Program Vehicles with Wheelchair Lifts

Transportation of wheelchair students in vans with wheelchair lifts (non-school bus)

Students may be transported in vehicles equipped with wheelchair lifts and tie-downs according to the following procedures:

- (1) No more than one student may be transported in a wheelchair.

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- (2) No more than one empty wheelchair may be transported.
- (3) All wheelchairs must be transported using County Office approved wheelchair tie-downs.
- (4) No more than ten (10) students (including student sitting in the wheelchair), may be transported in program vehicles. All students in seats must be wearing seatbelts.

b. Staff Using Vehicles Equipped with Wheelchair Lifts

Staff may use lift vehicles according to the following procedures:

- (1) Staff may transport student in lift vehicles upon the approval of his/her immediate supervisor.
- (2) Staff may transport students in lift vehicles only after being in-serviced on the correct use of wheelchair lifts and tie-downs.
- (3) All staff transporting students should have a driver's license check through the Department of Motor Vehicles.
- (4) Substitutes may transport students only after meeting all the requirements as other employees and upon the approval of the program supervisor.

c. Capacity

The number of students that a staff person may transport, either in a county car or a private car, is limited to the seatbelt capacity. All students, as well as the driver, must be wearing safety belts. In any case, the total number of passengers, including the driver, should not exceed ten (10).

2. Inspection

Program vehicles will be inspected three times yearly by the county transportation department during winter break, spring break, and summer recess.

Program vehicles will be delivered to the transportation yard for inspection and returned to the programs by the respective department prior to the opening of school following each inspection.

Program vehicles will be inspected in accordance with transportation department checklist for program vehicle inspection. A checklist will be provided to programs. The attached form, Vehicle Inspection Sheet for On-Site Vehicles (Attachment A), will be completed weekly and sent to the immediate supervisor. Duplicate forms are provided for each vehicle in use.

Program vehicles may be operated when all inspection criteria are met. Inspections may be rescheduled as necessary.

3. Vehicle Maintenance

Necessary maintenance, repair, and/or service to program vehicles is the responsibility of each department. Maintenance and repair needs should be reported to the county transportation yard.

4. Unauthorized Use of County Vehicles

Employees are not authorized to use county vehicles for personal use. County vehicles may not be taken home by employees unless authorized by the Superintendent or designee.

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5. Gasoline Credit Card

A county credit card is assigned to each program vehicle for the exclusive purpose of fueling program vehicles.

6. Program Vehicle Driver Verification

SCOE participates in the Employer Pull Notice Program of the California State Department of Motor Vehicles. This program allows SCOE to be notified when an employee's driving record is posted with a conviction, accident, or departmental action. It also allows SCOE to readily identify the driver who is accumulating a negligent operator's record, has been convicted, or whose license has been suspended or revoked. All SCOE employees are subject to the Employee Pull Notice Program.

7. Vehicle Accidents

a. Basic Procedures

In case of an accident, the driver will follow these procedures:

- (1) Stop vehicle and turn off the ignition.

Check immediately for injury. If an injury is evident, indicate if an ambulance is required. Administer necessary first-aid.

- (2) Keep calm. Do not argue, give way to anger, or make unwarranted accusations.
- (3) Put out flares at once.
- (4) Make the students as safe and comfortable as possible and keep them under control.

b. Reporting of Accidents

In case of an accident, the driver shall do the following:

- (1) Call police – Give the location of the accident and ask for assistance at the accident scene.
- (2) Report all accidents immediately to the immediate supervisor who in turn reports such information to the Solano County Transportation Department and the County Superintendent or designee.

c. Accident Information

The driver should not discuss the accident in any manner, either the cause of the accident or contributing factors, with any person other than a police officer. Drivers are required to furnish only the following information to the parties involved in the accident:

- (1) Driver's name
- (2) Driver's license number
- (3) Program vehicle number and license number
- (4) Name, address, and telephone number of employer
- (5) Insurance carrier information

The driver should not enter into arguments and must remain courteous at all times.

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d. Witnesses

The names, addresses, and phone numbers of witnesses to the accident are to be recorded as soon as possible.

e. Written Accident Report

A full and complete written statement covering every accident, however small, must be made by the driver and sent to the respective principal/supervisor immediately, or no later than 24 hours after the accident occurs. In making the statement, the driver should be sure to note carefully any obstructions at or near the scene of the accident (parked cars, hedges, trees, buildings, etc.). Also to be noted are all traffic control devices such as stop and go signals, boulevard stop signs, and others. The driver must clearly indicate if any of these, in his/her opinion, contributed to the accident.

f. Moving the Vehicle

Following an accident, the vehicle **MUST NOT BE MOVED** from the scene of the accident until approved by the local law enforcement agent.

g. Reporting the Damage

All damage to a vehicle, regardless of how minor, shall be reported to the principal/supervisor in writing on the day the damage is incurred.

Attachment: (A) Vehicle Inspection Sheet

Legal Reference:

EDUCATION CODE

- 35330 Excursions and field trips
- 35350 Authority to transport pupils
- 39800-39860 Transportation, especially:
 - 39800 Powers of governing board to provide transportation for pupils to and from school; definition of "municipally owned transit system"
 - 39801 Contract with County Superintendent of Schools to provide transportation
 - 39802-39803 Bids and contracts for transportation services
 - 39806 Payments to parents in lieu of transportation
 - 39807 Food and lodging payments in lieu of transportation
 - 39807.5 Transportation fees
 - 39808 District transportation of private school students
- 41850-41854 Allowances for transportation
- 41860-41862 Supplemental allowances for transportation
- 45125.1 Criminal background checks for contractors

GOVERNMENT CODE

- 3540-3549.3 Educational Employment Relations Act

CODE OF REGULATIONS, TITLE 5

- 14100-14103 Use of school buses and school pupil activity buses
- 15240-15343 Allowances for student transportation, especially:
 - 15253-15272 District records related to transportation

VEHICLE CODE

- 2807 School bus inspection

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Legal Reference: (Continued)

COURT DECISIONS

Arcadia Unified School District et. al. v. State Department of Education, 2 Cal. 4th
251 (1992)

Policy Cross-Reference:

3100 Budget
3250 Transportation Fees
3311 Bids
3312 Contracts
3516 Emergencies and Disaster Preparedness Plan
3541 Transportation Routes and Services
3541.1 Transportation for School-Related Trips
3541.2 Transportation for Students with Disabilities
3542 School Bus Drivers
3543 Transportation Safety and Emergencies
5116.1 Intradistrict Open Enrollment
5117 Interdistrict Agreements
5131.1 Bus Conduct

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ATTACHMENT A

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SOLANO COUNTY OFFICE OF EDUCATION
5100 Business Center Drive
Fairfield, CA 94534-1658

VEHICLE INSPECTION SHEET FOR
VEHICLES USED TO TRANSPORT STUDENTS

CHECK EACH DAY BEFORE DRIVING VEHICLE:

1. Enter mileage: _____ and _____
(beginning) (ending)
2. Vehicle number or description: _____
3. Date: _____

4. Check cooling system (radiator and/or overflow tank)
5. Visually check that all belts are in place and not cracked
6. Walk around and visually check all lights
7. Check oil
8. Walk around and visually check all tires and body condition
9. Check service due information – Make appointment when needed
10. Check brakes

	MON	TUE	WED	THUR	FRI

Signature: _____

Distribution: White – Transportation Supervisor
Yellow – Immediate Supervisor