

OFFICE OF THE SOLANO COUNTY SUPERINTENDENT OF SCHOOLS

Series 3000 – BUSINESS AND NONINSTRUCTIONAL OPERATIONS

**Policy 3541.1**

**Transportation for School-Related Trips**

The Solano County Office of Education (SCOE) may provide transportation for students, employees, and other individuals for fieldtrips and other school-related trips approved according to SCOE policy and administrative regulations.

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

When SCOE transportation is provided, students may be released from using SCOE 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 Superintendent or designee.

The Superintendent or designee shall ensure that SCOE has sufficient liability insurance when fieldtrips or excursions involve either transportation by SCOE 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.

**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 s/he 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 SCOE students in a private vehicle shall register with SCOE 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 parent/guardian. 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. Motor 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.

**Passenger Restraint Systems**

All drivers shall wear safety belts in accordance with law. In addition, drivers shall ensure that:

1. A child who is under age 6 or under 60 pounds, unless exempted in accordance with Vehicle Code 27360 or 27363, is properly secured in a rear seat in an appropriate child passenger restraint system meeting federal safety standards.
2. All other children are properly secured in either a child passenger restraint system or safety belt.
3. All other passengers wear safety belts.

**Policy 3541.1 (Continued)**

Certification of Insurance and Permission

The attached forms are required to be completed and on file with the employee's immediate supervisor prior to the use of a private vehicle for transporting students to a school-sponsored activity.

1. Procedures and responsibilities are outlined in the forms.
2. Forms are available at all SCOE sites.
3. The insurance form shall to be updated on an annual basis.

Attachments: (A) Driver Registration Form  
(B) Driver Instructions and Supervisor's Approval

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

VEHICLE CODE

- 12814.6 Limitations of provisional driver's license
- 16451 State required minimum amounts for auto liability insurance
- 27315 Mandatory use of seat belts in private passenger vehicles
- 27360-27360.5 Child passenger restraint systems
- 27363 Child passenger restraint systems, exemptions

Policy Cross-Reference:

- 1230 School-Connected Organizations
- 1240 Volunteer Assistance
- 3312.2 Educational Travel Program Contracts
- 3530 Risk Management/Insurance
- 3540 Transportation
- 3541 Transportation Routes and Services
- 6153 School-Sponsored Trips

USE OF PRIVATE VEHICLE FOR TRANSPORTING STUDENTS  
TO A SCHOOL-SPONSORED EVENT

Driver Registration Form

*The County of Solano requires this certification to be eligible to collect private auto mileage reimbursement.*

**DRIVER INFORMATION**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Driver's License No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**VEHICLE INFORMATION**

Name of Owner: \_\_\_\_\_

Owner's Address, City, State, Zip: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_

License Plate No.: \_\_\_\_\_ Registration Expiration: \_\_\_\_\_ Seating Capacity: \_\_\_\_\_

**INSURANCE INFORMATION**

Insurance Company: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Policy No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Liability Limits of Policy: \_\_\_\_\_

*(Auto liability insurance must meet State required minimum amounts.)*

**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, to my knowledge, I am free from impairment and disease which would affect my driving ability. I have read, understand, and will abide by the driver instructions provided by SCOE and in the preceding policy.

Signature of Adult Driver: \_\_\_\_\_ Date: \_\_\_\_\_

-- FILE WITH IMMEDIATE SUPERVISOR --

USE OF PRIVATE VEHICLE FOR TRANSPORTING STUDENTS  
TO A SCHOOL-SPONSORED EVENT

**DRIVER INSTRUCTIONS**

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

1. Be sure that you have registered with SCOE 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.
2. Check the safety of your vehicle: tires, brakes, lights, horn, suspension, etc.
3. 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.
4. Require each passenger to use an appropriate child passenger restraint system (child car seat or booster seat) or safety belt in accordance with law.
5. Do not smoke a pipe, cigar, or cigarette while there are minors in the vehicle, as required by law.
6. Obey all traffic laws.
7. Take the most direct route to the destination or event without unnecessary stops.
8. In case of emergency, keep all students together and call 911 and your immediate supervisor

\_\_\_\_\_ is granted permission to use a private  
 vehicle for transporting students on *(date)* \_\_\_\_\_  
 to *(name and location of event or activity)* \_\_\_\_\_

Signature of Immediate Supervisor: \_\_\_\_\_

Print Supervisor's Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_ Supervisor's Phone No.: (\_\_\_\_) \_\_\_\_\_

— FILE WITH IMMEDIATE SUPERVISOR —