

**SCHOOL-RELATED TRIPS/PROGRAMS OPERATED BY THE COUNTY BOARD**

**Trips by School Vehicles**

School vehicles may provide transportation for field trips and for special activities. Such trips may be taken in buses or other school transportation vehicles owned, leased or rented by the County Office. All vehicles shall meet federal and state standards.

The County Superintendent of Schools or designee shall maintain procedures to regulate the use of the vehicles for approved school-related activities. Activity trips occurring outside of school hours shall be subject to the rules and policies regulating educational field trips. To the extent that funding has been approved by the Board, such costs may be charged to the County Office.

**Transportation by Private Automobile**

The County 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 who has registered with the County Office for such purposes by filing a completed School Driver Certification Form. When filing the School Driver Certification Form, all drivers shall be issued the Driver Instruction Form and asked to keep it in their car.

Drivers shall be required to possess a valid California Driver License and liability insurance of at least \$300,000 per occurrence.

Owners, drivers and passengers shall be informed that the registered owner and his/her insurance company are responsible for any accidents which may occur. County Office personnel who frequently transport students in their private vehicles are urged to carry liability insurance of \$300,000 or more per occurrence.

A seat belt or infant/toddler seat must be provided for each passenger.

Trucks and pickups may not transport more persons that can safely sit in the passenger compartment.

The number of passengers, including the driver, shall not exceed the capacity for which the vehicle was designed and should not in any case exceed ten. (Education Code 39830)

Owners furnishing private vehicles shall not accept reimbursement from passengers in excess of the cost of operating the vehicle. Reimbursement for the use of private transportation may be made from County Office funds.

*Legal Reference:*

EDUCATION CODE

*1240 et seq. General duties; reports*

*1270 School bus use for school activities*

*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*

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