

# Grass Valley School District

## DISTRICT SANCTIONED TRIPS IN PRIVATE VEHICLES

BP 3370

The 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 district for such purposes by filing a completed School Driver Certification Form. All student passengers shall provide permission slips signed by their parents/guardians and indicating that the parents/guardians are aware that transportation is by private vehicle.

District sanctioned is defined for this policy as those activities, which are a part of or extension of a regular school program such as music, sports and student council. Such trips will normally depart from the school and return students to the school unless other provisions are made.

Drivers shall be required to possess a valid California driver's license and liability insurance of at least (\$300,000) per occurrence. Proof of insurance will be required by submitting a copy of insurance policy indicating the required amount of coverage. This copy will need to be submitted to the school office at least three (3) days prior to the field trip.

Owners, drivers and passengers shall be informed in writing that the registered owner and his/her insurance company are responsible for any accidents, which may occur. District personnel who frequently transport students in their private vehicles are urged to carry liability insurance of (\$500,000) or more per occurrence.

Authorized drivers shall be required to assure that the vehicle to be used is in proper working order including lights, horn, turn indicators, tires, brakes, seat belts, steering and suspension. The district retains the right to inspect any vehicle used hereunder and to request proof of all requirements including insurance.

Trucks and pickups may not transport more persons than can legally and 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 (10). (Education Code 39830)

A seat belt must be provided for each passenger. The driver shall obey all state, federal and local laws and district policies while transporting students.

### Legal Reference:

- Education Code
- 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

Adopted: 04/03/84

Revised: 05/12/92

Revised: 06/08/94

Revised 10/05/99