

## **Business and Non-instructional Operations Administrative Regulation 3541.1(a)**

### **BUSINESS**

#### **Transportation for School-Related Trips**

When transportation is provided by the Office of Education, students may be released from using Office of Education 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 Board of Education.

The Superintendent or designee shall ensure that the Office of Education has sufficient liability insurance when field trips or excursions involve either transportation by Office of Education 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 has a good driving record and who has registered with the Office of Education for such purposes. (See Exhibit 3541.1) Drivers shall be required to possess a valid California driver's license and at least the minimum insurance coverage required by law.

Drivers shall receive safety and emergency instructions which shall be kept in their vehicle.

All student passengers shall provide permission slips signed by their parents/guardians.

Owners, drivers and passengers shall be informed that the registered owner and his/her insurance company are considered as having primary responsibility should any accidents or violations 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.

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.

## **Business and Non-instructional Operations Administrative Regulation 3541.1(b)**

### **Passenger Restraint Systems**

All drivers shall wear safety belts and shall ensure that all passengers are properly secured in seat belts or child passenger restraint systems in accordance with law.

A child who is under age 8 years shall be properly secured in a rear seat in an appropriate child passenger restraint system meeting federal safety standards, except under any of the following circumstances:

1. The child is four feet nine inches or taller, in which case a safety belt may be used.
2. Use of a child passenger restraint system would be impractical by reason of physical unfitness, medical condition, or size and an appropriate special needs child passenger restraint system is not available.
3. There is no rear seat, the rear seats are side-facing jump seats or rear-facing seats, the child passenger restraint system cannot be installed properly in the rear seat, all rear seats are already occupied by children under age 8 years, or medical reasons necessitate that the child not ride in the rear seat.
4. The child is otherwise exempted by law.