

Business and Non-Instructional Operations

School-Related Trips

The District may provide transportation in buses or other school or public transportation vehicles for field trips and excursions in connection with instruction or school-related social, educational, cultural, athletic or school band activities. (cf. 3541.5 - Alternative Transportation Arrangements)

School-related organizations requesting transportation shall be responsible for the costs of their trips unless funding has been approved by the Board. (cf. 3250 - Fees and Charges) (cf. 3542 - School bus Drivers) (cf. 3543 - Transportation Safety and Emergencies) (cf. 6153 - School- Sponsored Trips)

Trips by School Vehicles

Besides taking students to and from school, school vehicles shall provide transportation for field trips and for special activities approved by the Board. Such trips may be taken in buses or other school transportation vehicles owned, leased or rented by the District. All vehicles shall meet federal and state standards.

The Superintendent 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. Student councils, parent-teacher associations and any other organizations requesting transportation shall be fully responsible for the costs of the trip. To the extent that funding has been approved by the Board, such costs may be charged to the District.

Transportation by Private Automobile

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, twenty-one (21) years of age or older, who has registered with the District 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. All student passengers shall provide permission slips signed by their parents.

Drivers shall be required to possess a valid California driver's license and liability insurance of at least \$100,000/\$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. District personnel who frequently transport students in their private vehicles are urged to carry liability insurance of \$300,000 or more per occurrence.

BP 3541.1(b)

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). (E.C. 39830) A seat belt must be provided for each passenger.

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 District funds. (cf. 6153 - Field Trips)

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

44808 Liability when students not on school property

VEHICLE CODE

27315 Mandatory use of seat belts in private passenger vehicles

34501.6 School buses; reduced visibility

Castro v. Los Angeles (1976) 54 Cal.App.3d 232 Salcedo v. Monterey County Office of Education (1992) 1 Cal.Rptr.2d 868

Hanson v. Reedley School District (1941) 43 Cal.App.2d 643

Lehmuth v. Long Beach Unified School District (1960) 53 Cal.App.2d 544

Adopted: (7-88 10-93 7-96) 2-06

ORANGE UNIFIED SCHOOL DISTRICT
Orange, California