



Book	Policy Manual
Section	3000 BUSINESS & INSTRUCTION SUPPORT OPERATIONS
Title	School Related Trips
Code	BP 3541.1
Status	Under Review/Revision
Cross References	BP 6153 - School-Sponsored Trips AR 3541.1 - School-Related Trips E 3541.1a - School Driver Registration Form E 3541.1b - Private Vehicle Transport Safety Check
Last Revised	May 4, 2015
Last Reviewed	May 6, 2019

Cell Phone Usage

Drivers shall not use cell phones or hands free devices while operating the motor vehicle. Drivers must stop the vehicle prior to and while operating a cell phone.

Trips by School Vehicles

Besides taking students to and from school, the Superintendent may approve transportation for field trips and school-sponsored activities. The Superintendent shall regulate the use of the District transportation for approved school-related activities. 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 Superintendent, such costs may be charged to the District.

Transportation by Private Automobile or Vans

The Superintendent may authorize the transportation of students by private automobile for approved field trips and activities. Due to safety concerns, students may not be transported in a 9 to 15-passenger van for any reason per 49 U.S.C. §30112. This includes vans that are privately-owned or rented. Eight-passenger (or less) mini vans are allowed. Whenever students are being transported in any motorized vehicle E3541.1(a) School Driver Registration Form ~~must~~ ~~should~~ be completed. Additionally, E3541.1(b) Private Vehicle Transport Safety Check ~~must~~ ~~needs~~ to be completed for student transport by any privately owned vehicle.

Trips Involving Students as Passengers

Drivers shall be an adult age twenty-one (21) or older, registered with the District, possess a valid driver's license and liability insurance of at least \$100,000 per occurrence.

Drivers shall be issued safety instructions and emergency information.

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

Owners, drivers and passengers ~~must~~ ~~shall~~ be informed that the registered owner and his/her insurance company are responsible for any accidents which may occur.

Transportation of students in vehicles operated by another student is prohibited.

In the event of an accident, regardless of damage or injury, the principal ~~must~~ ~~shall~~ notify the Superintendent at the earliest possible time.

Trips Involving a Student as Driver

Driver ~~must~~ ~~shall~~ be required to possess a valid driver's license and liability insurance as required by state law.

Driver ~~must~~ ~~shall~~ provide permission slip signed by parents/guardians.

Driver ~~must~~ ~~shall~~ be issued safety instructions and emergency information

Driver ~~must~~ ~~shall~~ be informed that the registered owner and his/her insurance company are responsible for any accidents which may occur.

Transportation of students in vehicles operated by another student is prohibited.

In the event of an accident, regardless of damage or injury, the principal ~~must~~ ~~shall~~ notify the Superintendent at the earliest possible time.