



Book	Administrative Regulations
Section	3000 BUSINESS & INSTRUCTION SUPPORT OPERATIONS
Title	School-Related Trips
Code	AR 3541.1
Status	First Reading and Action
Cross References	BP 3541.1 - School Related Trips E 3541.1a - School Driver Registration Form E 3541.1b - Private Vehicle Transport Safety Check
Adopted	July 1, 2013
Last Reviewed	May 6, 2019

Trips by School Vehicles

Activity vehicles/vans will be in compliance with state laws and District regulations. Per BP 3541.1, Eight passenger (or less) minivans are allowed. 9-15 Passenger vans manufactured after September 1, 2011 are allowed.

Drivers

1. Drivers must be at least twenty-one (21) years old and possess a valid appropriate driver's license.
2. Drivers must follow all state traffic laws including a required ten (10) minute rest stop every two hours.
3. Drivers and designated school personnel will conduct a written pre and post trip safety and maintenance check of vehicles, including, but not limited to, an operating check of tire pressure, turn signals, brakes, mirrors, windshield wipers, lights, oil level, oil pressure, fan belts, gas tank and other deemed requirements. (i.e. working heaters and defrosters etc.)
Whenever students are being transported in any motorized vehicle [E3541.1\(a\) School Driver Registration Form](#) must be completed. Additionally, [E3541.1\(b\) Private Vehicle Transport Safety Check](#) must be completed for student transport by any privately owned vehicle.
4. Drivers must be free from the effects of alcohol, drugs and medications that may impair driving ability when operating activity vehicles.

Activity Vehicles

1. Activity vehicles shall have the following equipment on board:
 - a. Free standing reflectors
 - b. Five pound fire extinguisher
 - c. First aid kit
 - d. Tire chains
 - e. Tow straps
 - f. Emergency procedures guide
2. Activity vehicles shall not be loaded beyond their capacity.
3. Each school shall be responsible to ensure regular vehicle maintenance and upkeep through the Planning and Operations department. A trip log and a maintenance log shall be kept for each activity vehicle.

Trips

Trip plans, including designated overnight stops, must have prior approval from the principal. The principal shall be notified of any deviation from the trip plan.

These requirements are considered minimum and principals may add requirements depending on the time of year and road conditions.