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| Book | Policy Manual |
| Section | 3000 BUSINESS & INSTRUCTION SUPPORT OPERATIONS |
| Title | School Related Trips |
| Code | BP 3541.1 |
| Status | First Reading |
| 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 or hands-free device.

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. Per 49 U.S.C. §30112 students may not be transported in 9-15 passenger vans manufactured prior to September 1, 2011. Eight-passenger (or less) minivans or 9-15 passenger vans manufactured after September 1, 2011 are allowed. 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.

Trips Involving Students as Passengers

Drivers must 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. (\$300,000 recommended).

Drivers must be issued safety instructions and emergency information.

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

Owners, drivers and passengers must be informed that the registered owner and their 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 shall notify the Superintendent at the earliest possible time.

Trips Involving a Student as Driver

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

Student as a Driver must provide permission slip signed by parents/guardians.

Student as a Driver must be issued safety instructions and emergency information

Student as a Driver must be informed that the registered owner and their insurance company are responsible for any accidents which may occur.

Whenever students are transporting 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.

Student as a driver must 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 or hands-free device.

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 notify the Superintendent at the earliest possible time.