

## **VENTURA COUNTY OFFICE OF EDUCATION**

**SUPERINTENDENT POLICY NO. 3541.1**

**ADOPTED: 06/05/97**

**CLASSIFICATION: General Administrative Policies**

**REVISED: 05/05/03**

**SUBJECT: Student Transportation - Privately Owned Vehicles**

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The Superintendent or designee may authorize the transportation of students by private vehicles for emergency transportation home, approved field trips and activities when the vehicle is driven by an adult, age 25 or older.

The driver must have a clean driving record and be registered with VCOE for such purposes by filing a completed Authorization for Release of Driver Record Information Form. In addition, the Driver Instructions for Student Transportation and Student Transportation Authorization Forms must be completed and read prior to taking each field trip.

Drivers shall be required to possess a valid California Driver's license, provide proof of insurance and registration and be the registered owner through a lease, rental or ownership. All vehicles must be covered by automobile liability insurance of at least: \$100,000 for bodily injury to each person, \$300,000 each accident (bodily injury) and \$50,000 property damage. Vehicle owners, drivers and passengers shall be informed that the registered owner and his/her insurance company are responsible for any accidents or violations that may occur.

Drivers may not carry non-district personnel, non-students, or other guests as passengers. Family members not enrolled in the class may not accompany drivers on field trips or any other activity unless officially registered as a volunteer. All passengers shall provide permission slips signed by their respective parents/guardians. Teachers shall ensure that drivers have a copy of the permission slip and/or emergency card for each student riding in his/her vehicle.

The number of passengers, including the driver, shall not exceed the capacity for which the vehicle was designed. The number of passengers shall not exceed ten including the driver, no matter what size the vehicle; otherwise, a commercial driver's license is required, and the vehicle must be a school bus or school pupil activity bus/van as defined in the Vehicle Code. (Education Code 38045)

A seat belt must be provided for each passenger. There shall be no more passengers in the vehicle than there are working seat belts. It is the responsibility of the driver to ensure that every passenger wears a seat belt at all times while the vehicle is in operation. All drivers shall wear seat belts in accordance with law. (Vehicle Code 27315)

Trucks and pickups may not transport more persons than can safely sit in the passenger compartment. Under no circumstances are students to be transported in the bed of a truck. All occupants shall wear seat belts in accordance with the law.

Legal References:

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
27360-27360.5	Child passenger restraint systems
27363	Child passenger restraint systems, exemptions
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