

## **VENTURA COUNTY OFFICE OF EDUCATION**

**ADMINISTRATIVE  
REGULATION NO. 3541.1**

**ADOPTED: 06/05/97**

**CLASSIFICATION: General Administrative Policies**

**REVISED: 05/05/03  
05/05/08**

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

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The Superintendent or designee may authorize the transportation of students by private vehicles for approved field trips and activities when the vehicle is driven by an adult, age 25 or older. All drivers must be registered and approved by the Risk Management Department, appropriate Department Head or School Site Administrator.

The Authorization for Release of Driver Record Information (Form I NF 1101) must be completed and returned to the Risk Management Department for processing through Department of Motor Vehicles prior to being declared an authorized driver. The Risk Management Department will inform the supervisor of the clearance to transport students. In addition, the Driver Instructions for Student Transportation and Student Transportation Authorization forms must be completed and read by the driver and his/her supervisor, prior to taking any field trips or any other activity that involves transporting students by private vehicle.

Each driver must possess a valid driver's license, be at least 25 years of age 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), \$50,000 property damage. Proof of valid insurance (insurance identification card and policy declaration page) and vehicle registration must be retained in the vehicle and on file at school site or department. The Declaration of Insurance Coverage form must be completed and on file in the Business Office. A new form must be completed annually for mileage reimbursement.

Vehicle owners, drivers and passengers shall be informed that the registered owner and his/her insurance company are responsible for any accident or violations that may occur.

The vehicle must not be designed, used, or maintained to carry more than 10 passengers including the driver. 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 (Sec. 546). The number of passengers shall not exceed ten (10), including the driver. In no case shall the number of passengers, including the driver, exceed the number of available seat belts. If the vehicle is a truck or pickup, it may carry only as many as can safely sit in the passenger compartment. Under no circumstances are students to be transported in the bed of truck. The site administrator must approve all trips in advance.

Prior to departure, the driver shall be instructed as follows:

1. Check the safety of the vehicle: tires, brakes, lights, horn, suspension, etc.
2. Follow all safety recommendations of the vehicle manufacturer.
3. Require each passenger to use a safety belt. Seat belts are not to be shared. Child passenger restraint systems are required for children under six (6) years of age or under 60 pounds.
4. Do not carry non-district personnel, non-students, or other “guests” as passengers unless officially registered as volunteers. It is school policy that family members who are not enrolled in the class/activity may not accompany the driver on field trips.
5. Follow the most direct route, and avoid unnecessary stops. Do not make side trips.
6. The trip is approved only from school to the destination and directly back to school.
7. All drivers will observe reasonable travel speed in accordance with federal, state, and local laws in all motor vehicles.
8. Use of personal vehicles where hazardous road conditions exist is prohibited. This includes hazardous conditions declared by the California Highway Patrol, or other city, county, state or federal agencies authorized to monitor road conditions.
9. Smoking is prohibited while transporting, supervising, or attending field trips or related activities with students.
10. Use of cell phones while driving is prohibited, unless it is an emergency.
11. In case of emergency, pull over to side of the road, keep all students together and, depending on the emergency, call 911 or school office.