

## **FIELD TRIP DRIVER INFORMATION**

Hello Field Trip Drivers!

We need a few wonderful drivers for various field trips throughout the year! If you are wanting to participate and drive for a field trip or event, please supply the following to the Main Office.

1. Current Driver License
2. Completed Driver Registration Form and Application for Field Trip by Private Vehicle
3. Copy of Automobile Policy Declarations. Please make sure that the following coverage is met;
  - Each person \$100,000/ Each Occurrence \$300,00
  - Your Insurance Agent can fax a copy to our school fax # @ (530) 868-5137
4. Fingerprints ... (You only have to do this once!)
  - Please see District Office

ALL forms must be completed; approved and filed in the Biggs & Richvale Elementary School office.

Should you have any questions or concerns, please feel free to contact us

Thank you,

Kelly Lewis and Clara Callaway

(530) 868-5870 ext. 221 or 223

TRANSPORTATION FOR SCHOOL-RELATED TRIPS

SCHOOL DRIVER REGISTRATION FORM

DRIVER INFORMATION

Driver (circle one): Employee Parent/Guardian Volunteer
Name: Date of Birth:
Address:
Telephone: ( ) Cell Phone: ( )
Driver's License No.: Expiration Date:

VEHICLE INFORMATION

Name of Owner:
Address:
Make: Year: License Plate No.:
Registration Expiration: Seating Capacity:

INSURANCE INFORMATION

Insurance Company: Telephone: ( )
Policy No.: Expiration Date:
Liability Limits of Policy:
(Minimum \$100,000 per person/\$300,000 per accident)

DRIVER STATEMENT

I certify that I have not been convicted of reckless driving or driving under the influence of drugs or alcohol within the past five years and that the information given above is true and correct. I understand that if an accident occurs, my insurance coverage shall bear primary responsibility for any losses or claims for damages.

I certify that I have received and will abide by the driver instructions provided by the district.

Name: Date:

Please attach photocopy of current policy showing coverage.

**TRANSPORTATION FOR SCHOOL-RELATED TRIPS**

**DRIVER INSTRUCTIONS**

When using your vehicle to transport students on field trips or other school activity trips:

1. Be sure that you have registered with the district for such purposes and have a valid driver's license and current liability insurance at or above the minimum amount required by law for each occurrence.
2. Check the safety of your vehicle: tires, brakes, lights, horn, suspension, etc.
3. Carry only the number of passengers for which your vehicle was designed. If you have a pickup truck, carry only as many as can safely sit in the passenger compartment.
4. Require each passenger to use an appropriate child passenger restraint system (child car seat or booster seat) or safety belt in accordance with law.
5. Do not smoke a pipe, cigar, or cigarette while there are minors in the vehicle, as required by law.
6. Obey all traffic laws.
7. Take the most direct route to the destination or event without unnecessary stops.

In case of emergency, keep all students together and call 911 and the district office at 530-868-1281.

**APPLICATION FOR FIELD TRIP BY PRIVATE VEHICLE**

This district is a member of the Northern California Schools Insurance Group which provides our liability insurance. The group's insurance protects both the district and its employees (or designated volunteers) up to \$1,000,000 for liability. This coverage applies only to employees (or volunteers) when they have been authorized by the district to transport students to and from activities. In order to provide coverage, this application must be on file with the district.

I wish to provide transportation in my private vehicle for students of this district for the following activity:

Describe: \_\_\_\_\_

Destination: \_\_\_\_\_

Dates \_\_\_\_\_ Time Leaving: \_\_\_\_\_ Time Returning: \_\_\_\_\_

Year and Make of vehicle: \_\_\_\_\_ License Plate #: \_\_\_\_\_

I understand that I am required to carry auto liability insurance with limits of at least \$100,000 each person/each occurrence for bodily injury and \$300,000 each occurrence for property damage (or \$300,000 combined single limit for bodily injury and property damage)

My insurance company is: \_\_\_\_\_ Policy# \_\_\_\_\_

For the safety of my passengers, I hereby state that the vehicle is in good operating condition including brakes, lights, steering and turn signals.

\_\_\_\_\_  
Driver Name:

\_\_\_\_\_  
Cell Phone Number

\_\_\_\_\_  
Driver License Number & Expiration Date

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of District Official and Title

\_\_\_\_\_  
Date

Please attach photocopy of current policy showing coverage.

Exhibit  
version: January 4, 2012  
revised: November 5, 2014

**BIGGS UNIFIED SCHOOL DISTRICT**  
Biggs, California

## **GUIDELINES FOR DRIVER VOLUNTEERS**

The district acknowledges the need for responsible private drivers to provide transportation services for numerous school activities that otherwise would not exist without private support.

To ensure that private transportation services will be provided in a safe, efficient, and cost effective manner, the following requirements will be met:

1. The driver will be 21 years of age or over, possess a valid California Driver's License, and shall have maintained a good driving record for at least the past two years.
2. The driver will be in good physical condition, free of any medications that may affect operation of the vehicle.
3. The vehicle will be in excellent condition and repair
4. The vehicle will have a seat belt for each student being transported. Seat belts will be used by every occupant of the vehicle.
5. The vehicle will carry only the number of passengers for which it is designed. In no case, will more than nine students and a driver be transported in a van, SUV, or station wagon.
6. The driver accepts the added responsibility that comes from carrying extra individuals and, therefore, will be conscientious in obeying all driving rules and regulations set forth by the State of California.
7. All volunteer drivers must file an Employee/Volunteer Personal Vehicle Use Form with the school office prior to transporting students.
8. All volunteer drivers shall be fingerprinted for criminal record clearance if they have contact with children (Health and Safety Code 1596-871).
9. The driver will have an insurance policy that will act as the prime carrier for any liability incurred with the following results and amounts of coverage:
  - a. Bodily Injury Liability of not less than \$100,000 each person with \$300,000 each accident
  - b. Property Damage Liability of not less than \$50,000 each accidentor
  - c. Combined single limit for Property Damage and Bodily Injury of \$300,000 for each accident.

**TRANSPORTATION FOR SCHOOL-RELATED TRIPS**

The district may provide transportation for students, employees, and other individuals for field trips and other school-related trips approved according to Board policy and administrative regulation.

*(cf. 3312.2 - Educational Travel Program Contracts)*

*(cf. 3540 - Transportation)*

*(cf. 3541 - Transportation Routes and Services)*

*(cf. 6153 - School-Sponsored Trips)*

The Superintendent or designee shall determine the most appropriate and cost-effective mode of transportation for each approved trip. He/she may authorize the use of district vehicles, contract to provide transportation, or arrange transportation by the use of other vehicles.

When district transportation is provided, students may be released from using district transportation only with the advance written permission of their parents/guardians.

School-related organizations requesting transportation shall be fully responsible for the costs of their trips unless funding has been approved by the Governing Board.

*(cf. 1230 - School-Connected Organizations)*

The Superintendent or designee shall ensure that the district has sufficient liability insurance when field trips or excursions involve either transportation by district vehicles or travel to and from a foreign country. When a trip to a foreign country is authorized, liability insurance shall be secured from a carrier licensed to transact insurance business in that country. (Education Code 35330)

*(cf. 3530 - Risk Management/Insurance)*

**Transportation by Private Vehicle**

The Superintendent or designee may authorize the transportation of students by private vehicle when the vehicle is driven by an adult age 21 or older who possesses a valid California driver's license or, if he/she is a nonresident on active military duty in California, possesses a valid license from his/her state of residence. To be approved, a driver shall have a good driving record and possess at least the minimum insurance required by law. Any person providing transportation to district students in a private vehicle shall register with the district for such purposes.

*(cf. 1240 - Volunteer Assistance)*

Drivers shall receive safety and emergency instructions which shall be kept in their vehicle.

**TRANSPORTATION FOR SCHOOL-RELATED TRIPS (continued)**

All student passengers shall submit permission slips signed by their parents/guardians. Teachers shall ensure that each driver has a copy of the permission slip 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. Motor trucks may not transport more persons than can safely sit in the passenger compartment. The driver shall ensure that the manufacturer's recommendations for his/her vehicle are followed regarding the seating of children in seats equipped with airbags.

The driver or any other person shall not smoke or have in his/her immediate possession a lighted pipe, cigar, or cigarette containing tobacco or any other plant when there is a minor in the motor vehicle, whether the motor vehicle is in motion or at rest. (Health and Safety Code 118948)

**Passenger Restraint Systems**

All drivers shall wear safety belts and shall ensure that all passengers are properly secured in seat belts or child passenger restraint systems in accordance with law. (Vehicle Code 27315, 27360, 27360.5, 27363)

A child who is under age 8 years shall be properly secured in a rear seat in an appropriate child passenger restraint system meeting federal safety standards, except under any of the following circumstances: (Vehicle Code 27360, 27363)

1. The child is four feet nine inches or taller, in which case a safety belt may be used.
2. Use of a child passenger restraint system would be impractical by reason of physical unfitness, medical condition, or size and an appropriate special needs child passenger restraint system is not available.
3. There is no rear seat, the rear seats are side-facing jump seats or rear-facing seats, the child passenger restraint system cannot be installed properly in the rear seat, all rear seats are already occupied by children under age 8 years, or medical reasons necessitate that the child not ride in the rear seat.
4. The child is otherwise exempted by law.

*Legal Reference: (see next page)*

**TRANSPORTATION FOR SCHOOL-RELATED TRIPS (continued)**

*Legal Reference:*

EDUCATION CODE

35330 *Excursions and field trips*

35332 *Transportation by air*

39830 *School bus*

39830.1 *School pupil activity bus*

39860 *Transportation to special activities by district*

44808 *Liability when students not on school property*

HEALTH AND SAFETY CODE

118947-118949 *Prohibition against smoking in motor vehicle with minor*

VEHICLE CODE

12814.6 *Limitations of provisional driver's license*

27315 *Mandatory use of seat belts in private passenger vehicles*

27360-27360.5 *Child passenger restraint systems*

27363 *Child passenger restraint systems, exemptions*

*Management Resources:*

WEB SITES

*California Department of Motor Vehicles: <http://www.dmv.ca.gov>*

*California Highway Patrol: <http://www.chp.ca.gov>*

*California Office of Traffic Safety: <http://www.ots.ca.gov>*

*National Highway Traffic Safety Administration: <http://www.nhtsa.dot.gov>*