

MODESTO CITY SCHOOLS

Administrative Regulation

AR 3541.1

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

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.

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

The Superintendent or designee shall ensure that the district or contractor has sufficient liability insurance for transportation on school-related trips.

When district transportation is provided, students may be released from using district transportation only with the advance written permission of their parents/guardians. A waiver of transportation must be signed by the parent/legal guardian and approved by the principal/designee.

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

A minimum of two chaperons is required for each bus.

No trips shall be planned during the transportation blackout times of 1:00 AM to 5:00 AM unless approved by the Superintendent or designee.

All approvals for trips must be done in advance and adhere to all language and requirements of BP 6153(a).

Use of District Vehicles

School groups requesting the use of school district vehicle(s) for an in-district or out-of-district approved trip must requisition use of the equipment by filing of the proper transportation use form with the designated district administrator.

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Transportation for School Related Trips

Requests for District transportation equipment must be submitted a minimum of two weeks prior to date of need. Requests for district transportation for post season playoff events (not a part of regularly adopted schedules) are not subject to the two weeks prior notice requirement. Transportation for those events should be reserved as soon as possible after qualifying for playoffs.

District vehicles may only be driven by district employees carrying a valid California driver's license or operator's license for the type of vehicle being driven and shall not be less than 25 years of age. Driver must submit a driving record, pass background check, and be participating in the DMV driving record pull program.

Driver must have written approval from a district administrator in order to carry authorized passengers in district vehicles.

Designated approved driver will adhere to Education Code and Vehicle Code requirements regarding transportation, number of passengers per vehicle type, require appropriate child passenger restraint system or safety belt, etc.

Students shall not be permitted to drive district vehicles for any purpose, except as a direct part of the instructional program.

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 25 or older who possesses a valid California driver's license. To be approved, a driver shall pass fingerprint clearance, 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 by completing the School Driver Registration Form found in the Business Services Handbook and supplying copies of the drivers insurance certificate and driving record.

Drivers shall receive safety and emergency instructions which shall be kept in their vehicle. Rules of the road must be followed. Unnecessary stops are not allowed. Students shall not be transported in motor homes, trailers, camper shells and cargo spaces in vans or trucks.

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Transportation for School Related Trips

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 certificated person in charge must have a list of authorized drivers and passengers assigned to each vehicle.

The number of passengers, including the driver, shall not exceed the capacity for which the vehicle was designed. 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)

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.

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Transportation for School Related Trips

No District Transportation Provided

When no district transportation is provided, students taking part in activities can be informed that the meeting place will be at the activity and dismissal will be from that site. Transportation to and from the activity will be the individual's responsibility. This option is allowed only within the boundaries of the district.

REVISED: August 28, 2023