TRANSPORTATION BY PRIVATE VEHICLE ON SCHOOL-SPONSORED TRIPS

The Chief Executive Officer or principal, or his/her respective 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 students in a private vehicle shall register with Da Vinci Schools for such purposes. Refer to Exhibit A for registration requirements.

All student passengers shall submit permission slips signed by their parents/guardians. Teachers, employees or agent of the school 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. 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:

EDUCATION CODE
8760-8761 Authorization of outdoor science, conservation, and forestry programs
32040-32044 First aid equipment: field trips
35330 Excursions and field trips
35331 Provision for medical or hospital service for students (on field trips) 35332
Transportation by air
35350 Transportation of students
39830 School bus, definition
39830.1 School pupil activity bus
39831.3 Transportation safety plan
39831.5 Bus safety instruction
39860 Transportation to special activities
44808 Liability when students not on school property
48908 Duties of students; authority of teachers

BUSINESS AND PROFESSIONS CODE
17550-17550.9 Sellers of travel
17552-17556.5 Educational travel organizations

HEALTH AND SAFETY CODE
118947-118949 Prohibition against smoking in motor vehicle with minor
VEHICLE CODE
545 School bus, definition
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

Approved and Adopted by the Da Vinci Schools Board on October 16, 2019
Approved and Adopted by the Da Vinci Schools: L.A. County Board on December 11, 2019
EXHIBIT A

- FIELD TRIP PRIVATE VEHICLE PROTOCOL
- USE OF PRIVATE VEHICLE REQUEST FORM
FIELD TRIP PRIVATE VEHICLE PROTOCOL

Schools have significant auto liability exposures. Therefore, in order to ensure the maximum safety of students, school employees and other individuals who may be participating in field trips or other official school business requiring transportation, and in order to mitigate the liability exposure of the organization, the guidelines below have been established.

REQUIRED DOCUMENTS – STUDENT/PARENT

1. Program/field trip permission slip – must state that a students will be transported in private vehicles and include parent signature.

REQUIRED DOCUMENTS – DRIVER

1. Use of Private Vehicle Request Form
2. Current/Valid California Driver’s License (Site staff to photocopy)
3. Current/Valid Proof of Insurance (Minimum Insurance Coverage as required by law- site staff to photocopy)

The primary layer of liability coverage is the insurance which is ON THE VEHICLE DRIVEN. When a private vehicle is being driven, the primary liability coverage will be that which is on the private vehicle and thus the District’s liability coverage will be excess.

Minimum liability insurance requirements for private passenger vehicles (California Insurance Code §11580.1b)

- $15,000 for injury/death to one person.
- $30,000 for injury/death to more than one person.
- $5,000 for damage to property.
USE OF PRIVATE VEHICLE REQUEST FORM

DRIVER INFORMATION: (please print)

Name: ________________________________________________

Address: ________________________________________________

Street         City         State         Zip Code

Driver’s License Number: ___________________________     Date of Birth: ____ / ____ / _____

Driver’s License Expiration Date: ______________________

*Please supply Driver’s License at time of submission.

VEHICLE INFORMATION: (please print)

Make: ___________________________     Model: ___________________________     Year:_______

Vehicle License Number: ________________________________

Registered Owner: ___________________________     Phone Number: (____)_______________

Address: ________________________________________________

Street         City         State         Zip

INSURANCE INFORMATION: (please print)

Insurance Carrier: ________________________________________________

Insurance Agent: ___________________________     Phone Number: (____)_______________

Address: ________________________________________________

Street         City         State         Zip

Policy Number: ________________________________________________

Date Issued: ________________     Expiration Date: ______________________

Limits of Liability: ________________________________________________

________________________________________________________________________

I certify that the information given on this form is true and correct to the best of my knowledge. I understand that as a volunteer driver, I must possess a valid driver’s license, have the proper and current license and vehicle registration, and have at least the minimum insurance coverage in effect as specified in the California Vehicle Code on any vehicle used to transport students. I fully understand that the primary layer of liability coverage is the insurance which is ON THE VEHICLE DRIVEN. I hereby certify that the vehicle being driven is in good mechanical and operational condition and I have no knowledge of mechanical defects that could impose a danger while transporting students.

_________________________________________________________     _____     Date

Signature

_________________________________________________________

Name (Please Print)