

Da Vinci Schools

Policy and Procedures

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: ____/____/____
Number State Month Day Year

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.

Signature

Date

Name (Please Print)