

**SCHOOL-RELATED TRIPS**

The District may provide transportation in school buses, school pupil activity buses, or on public transportation vehicles for field trips and excursions in connection with instruction or school-related social, educational, cultural, athletic or school band activities as approved by current Governing Board policy and administrative regulations.

*(cf. 35330 – Excursions and Field Trips)*  
*(cf. 3541.1 – Transportation for School Related Trips)*  
*(cf. 3541.5 - Alternative Transportation Arrangements)*

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

*(cf. 1230 – School Connected Organizations)*  
*(cf. 3250 - Transportation Fees)*  
*(cf. 3542 – School bus Drivers)*  
*(cf. 3543 - Transportation: Emergency and Safety Procedures)*  
*(cf. 6153 - School-Sponsored Trips)*

**Transportation by Private Vehicle**

The Superintendent or designee may authorize the transportation of students by private automobile for approved field trips and activities when the vehicle is driven by an adult, age 18 or older, who has registered with the District for such purposes.

Before transporting students on any field trip or activity, drivers shall register with the District. Drivers shall receive safety and emergency instructions which shall be kept in their car. All student passengers shall provide permission slips signed by their parents/guardians.

Drivers shall be required to possess a valid California driver's license and liability insurance of at least \$100,000 per occurrence. CUSD reserves the right to require volunteer drivers to provide a copy of their DMV records prior to transporting students.

Owners, drivers and passengers shall be informed that the registered owner and his/her insurance company are responsible for any accidents which may occur. District personnel who frequently transport students in their private vehicles are urged to carry single limit liability insurance of \$300,000 or more per occurrence.

All drivers and passengers shall wear seat belts in accordance with law. (Vehicle Code 27315)

Trucks and pickups may not transport more persons than can safely sit in the passenger compartment.

**SCHOOL-RELATED TRIPS** (continued)

The number of passengers, including the driver, shall not exceed the capacity for which the vehicle was designed and should not in any case exceed ten. (Education Code 39830)

*Legal Reference:*

EDUCATION CODE

35330 *Excursions and field trips*

39830 *School bus*

39835 *Use for community recreation*

39837 *Transportation of pupils to places of summer employment*

39860 *Transportation to special activities by District*

44808 *Liability when pupils not on school property*

VEHICLE CODE

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

34501.6 *Schoolbuses; reduced visibility*

Castro v. Los Angeles (1976) 54 Cal.App.3d 232

Salcedo v. Monterey County Office of Education (1992) 1 Cal.Rptr.2d 868

Hanson v. Reedley School District (1941) 43 Cal.App.2d 643

Lehmuth v. Long Beach Unified School District (1960) 53 Cal.App.2d 544

Policy

revised: June 14, 1999

revised: August 13, 2001

**CAPISTRANO UNIFIED SCHOOL DISTRICT**

San Juan Capistrano, California