

**TRANSPORTATION BY PRIVATE VEHICLES**

Thank you for your interest in transporting San Carlos School District students on a school sponsored trip. Our legal counsel has advised the District that adequate consideration of District and personal liability and the safety of children be given before approval is granted. This statement is required when a person, who is not a direct employee, drives a vehicle carrying students on a school-sponsored trip.

When it is appropriate, as determined by the school administrator to use parents and other persons who are not school employees to transport students, the following stipulations must be followed:

1. A Driver's Insurance Liability Statement for each driver shall be provided. The policy must be current and must include the following minimum coverage: \$100,000 per person; \$300,000 per occurrence, \$50,000 for property damage (100/300/50).
2. The number of persons in the vehicle must not exceed the number of operable seat belts. (Vehicle Code: 27315)
3. Trucks may not transport more persons than can safely sit in the passenger compartment. Side facing jump seats or rear facing seats may not be utilized.
4. 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.
5. 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.
6. Children who are 8 years and under and/or who are smaller than 4 feet 9 inches must be seated in the back seat in a properly secured child passenger safety restraint.
7. Drivers who have been convicted of a misdemeanor violation of driving under the influence will not be authorized to drive students.
8. Drivers who have been charged with a misdemeanor violation of driving under the influence or felony charge involving a motor vehicle, including driving under the influence will not be authorized to drive students pending disposition of their case.
9. Drivers cited with one or more moving violations within the past year will not be authorized to drive students.
10. The driver must be at least 21 years old and possess a valid California Driver's License. If he/she is a nonresident on active military duty in California, he/she must possess a valid license from his/her state of residence.
11. Vehicles for transporting children must be in safe and operable condition.
12. 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 vehicle, whether the vehicle is in motion or at rest. (Health and Safety Code 118948)
13. Drivers shall receive safety and emergency instructions which shall be kept in their vehicle.
14. 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.
15. Certificated personnel are to be at each terminal of a study trip in which parents transport students.
16. Bridge tolls and admissions will be paid by the sponsoring program. No mileage will be paid to parents.