

## Administrative Regulation 3541.1(a)

### Business and Noninstructional Operations

#### TRANSPORTATION FOR SCHOOL-RELATED TRIPS

The District may provide transportation for students, instructors and other individuals for field trips and excursions approved according to the Board of Education policy and administrative regulations.

*(cf. 3541 – Transportation Routes and Services)*  
*(cf. 6153 – School Sponsored Trips)*

The Superintendent or Superintendent's designee shall determine the most appropriate and cost-effective mode of transportation for each approved trip.

*(cf. 3313.2 – Educational Travel Program Contracts)*  
*(cf. 3540 – Transportation)*

When District transportation is provided, students may be released from using District transportation only with the advance written permission of their parent/guardian.

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

*(cf. 1230 – School-Connected Organizations)*

The Superintendent or Superintendent's designee shall ensure that the District has sufficient liability insurance when field trips or excursions involve either transportation by District vehicles or travel to and from a foreign country. When a trip to a foreign country is authorized, liability insurance shall be secured from a carrier licensed to transact insurance business in that country. (Education Code 35330)

*(cf. 1240 – Volunteer Assistance)*

#### Transportation by Private Vehicle

The Superintendent or Superintendent's designee may authorize the transportation of students by private vehicle when the vehicle is driven by an adult age 25 years of age or older who has a good driving record and who has registered with the District using the Voluntary Driver Form (Exhibit 3541.1(c)). Drivers shall be required to possess a valid California driver's license and provide proof of insurance in the amount of \$100,000.00/\$300,000.00 bodily injury, \$50,000.00 property damage, and \$5,000.00 medical pay.

Drivers will receive safety and emergency instructions to be kept in their vehicle.

## **Administrative Regulation 3541.1(b)**

All student passengers shall provide permission slips signed by their parent/guardians. Teachers shall ensure that all drivers have a copy of each student's permission slip.

Owners, drivers and passengers shall be informed that the registered owner and his/her insurance company are responsible for any accidents or violations, which may occur.

The number of passengers, including the driver, shall not exceed the capacity of which the vehicle was designed. Motor trucks may not transport more persons than can safely sit in the passenger compartment.

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

### **"Meet at the event" Transportation Option for Athletic Teams and Cheerleading Squads**

With the recommendation of the Head Coach and approval of the Principal or designee, an athletic team or cheerleading squad may meet at a contest, practice session or other team or squad event rather than travel in transportation arranged by the school. The "meet at the event" transportation option shall only be used for contests, practice sessions or other team or squad events within a 40-mile driving distance of the school. When the "meet at the event" transportation option is used, members of the team or squad and their parents or guardians must arrange transportation or provide their own transportation.

California law absolves schools from liability for student injury when students are participating in trips or excursions not required as part of the regular school instructional program:

All persons taking the field trip or excursion shall be deemed to have waived all claims against the district or the state of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. EC 35330

When an athletic team or cheerleading squad uses the "meet at the event" transportation option, the parent or guardian of the participating student shall assume all resulting liability, and neither the West Sonoma County Union High School District nor any school in the District shall assume any liability resulting from that transportation.

The following shall apply when an athletic team or cheerleading squad uses the "meet at the event" transportation option:

- (1) Team or squad members and their parents or guardians must arrange and provide their own "meet at the event" transportation to and from the event.

**Administrative Regulation 3541.1(c)**

- (2) Coaches and school staff shall have no role in arranging “meet at the event” transportation, including ride shares, car pools, etc.
- (3) School phones, email or other communication systems shall not be used to arrange “meet at the event” transportation.
- (4) Coaches and school staff shall not transport students in their vehicles when using the “meet at the event” transportation option.
- (5) Drivers and passengers are expected to obey all driving laws and practice safe driving habits at all times while providing “meet at the event” transportation for students.

*Legal References:*

EDUCATION CODE

35330 *Excursions and field trips*

35332 *Transportation by air*

38045 *School bus*

38046 *School pupil activity bus*

38065 *Transportation to special activities by district*

44808 *Liability when students not on school property*

VEHICLE CODE

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

COURT DECISIONS

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

Adopted: August 12, 1999  
Revised: 6/24/03, 10/22/08, 10/12/11

**WEST SONOMA COUNTY UHSD**  
Sebastopol, California