

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Concepts and Roles in Business and Non-Instructional Operations

School Related Trips

School buses, vans, and automobiles shall be used to transport students to and from school and for other school/program activities that have the approval of the Superintendent and are permitted by law.

Private vehicles may only be used when it is impractical to use County Office of Education vehicles (bus, van, etc.). Use of private vehicles shall be governed by California Vehicle Code.

Transportation for Special Education Students

The Superintendent recognizes the responsibility to provide transportation services which give disabled students access to appropriate education programs and services. The Superintendent or designee shall make transportation available for these students in accordance with needs specified in their Individualized Education Program (IEP) and at no cost to parents/guardians.

IEP teams shall authorize the provision of transportation in accordance with criteria set forth in administrative regulations. In selecting the most appropriate mode of transportation, IEP teams shall consider the student's unique safety and health needs, the availability of equipment, existing transportation schedules, and the extent to which transportation arrangements may help the student develop independent mobility skills.

Transportation by Private Automobile

The Superintendent or designee may authorize the transportation of students on an occasional basis by private automobile for approved field trips and activities when the vehicle is driven by an adult who has registered with the County Office of Education for such purposes by filing a completed Affirmation of Automobile Insurance Form. Private automobiles shall not be used to transport students for regularly scheduled activities. All student passengers shall provide permission slips signed by their parents/guardians which indicate the acknowledgment that a private automobile is being used for transportation.

Drivers shall be required to possess a valid California driver's license and prior to using a personal automobile to transport students, must provide a copy of a clean DMV record and proof of liability insurance of not less than \$100,000 per person and \$300,000 per accident.

Owners, drivers and passengers shall be informed that the registered owner and his/her insurance company bear primary responsibility for any accidents which may occur. Secondary insurance coverage shall be provided by El Dorado County Office of Education in the event of an accident, losses or claims for damages during the transportation of students in private vehicles and in the execution of El Dorado County Office of Education

employee's job responsibilities when the amount of the claim exceeds the limits stated in the paragraph above. The El Dorado County Office of Education does not cover, nor is it responsible for, comprehensive or collision insurance for privately owned vehicles.

A seat belt must be provided for and worn by each passenger. Owners shall comply with the California Vehicle Code, Sections 27360 and 27360.5 which govern the need for child safety seats or booster seats for children based on age, as well as children who are under certain minimum weight requirements.

The number of vehicle occupants, including the driver, shall not exceed the capacity for which the vehicle was designed and should not in any case exceed ten.

Legal Reference:

EDUCATION CODE

1240 et seq. Duties, responsibilities and general powers

1270 School bus use for school activities

35330 Excursions and field trips

39830 et seq. School buses

39835 Use for community recreation

39837 Transportation of pupils to places of summer employment

39860 Transportation to special activities

VEHICLE CODE

27360, 27360.5: Child Safety Belt and Passenger Restraint Requirements