



TRANSPORTATION DEPARTMENT

ACTIVITY TRIP PROCEDURES
MANUAL

March 2007

SCHEDULING A TRIP

- A. Contact the Transportation Department using the Trip Request Process a minimum of five (5) days prior to the date of the trip with the following information:
1. Requested date and time of pickup
 2. Requested date and time of return
 3. Number of passengers
 4. Origin and destination(s)
 5. Type of carrier (i.e. school bus, motor coach, etc.)
 6. Terms of payment (i.e. budget number, outside source, etc.)
 7. Itinerary of trip
- B. The Transportation Department will arrange transportation for you per your request.
- C. Ensure student permission slips, if required, are complete and signed by the student's parent/guardian and excuse slips by the school site administrator.
- D. Arrange for a teacher or other certificated employee to be assigned to supervise and ride the bus for all events.
- E. Inform the principal regarding classes for which a substitute will be needed due to a teacher's participation on the trip.
- F. Submit a supervision plan to the principal for his/her approval.
- G. Ensure the trip departs on time by having the students at the departure point fifteen (15) minutes prior to the scheduled departure time.
- H. Due to vendor contracts, insurance and legal liabilities, NO TRIP SHOULD BE SCHEDULED WITH A PRIVATE CONTRACTOR WITHOUT PRIOR AUTHORIZATION FROM THE TRANSPORTATION DEPARTMENT.
- I. Any changes must be submitted to the Transportation Department no later than 48 hours prior to the trip.
- J. A driver may legally be on-duty a maximum of sixteen (16) hours in any twenty-four (24) hour period. However, this must not be used as a basis in planning your trip. For planning purposes, a driver should be on duty a maximum of ten (10) hours only. In the event you are planning a trip with extended hours, the Transportation Department will schedule sufficient drivers to assure proper coverage. The driver's on-duty hours begin when he/she clocks in for work that day and ends when the driver clocks out or designates themselves as off-duty.

RESPONSIBILITIES DURING A TRIP

- A. Trips must depart on time as scheduled. The trip supervisor and the driver must review and confirm bus loading and departure times for the return trip prior to leaving the origin school site.
- B. For night and weekend emergencies, call (619) 520-5198. This is a cell phone that is monitored by a night-duty dispatcher at all times.
- C. The teacher/supervisor must identify themselves to the driver as the trip supervisor. Confirm and discuss the loading points, time of departure, destination and route to be followed.
- D. Trip supervisor must notify the bus driver when the students and equipment are loaded and the bus is ready to leave. Equipment should be confined to those articles that can be transported in the baggage compartments. Any articles, which must be transported inside the bus, must be placed so as not to block any aisles, emergency exits or windows. If appropriate, some articles may be held on the student's lap or stored under the seat.
- E. For supervision purposes, reserve a seat approximately one-third of the way back in the bus. Cooperate with the driver in the enforcement of special regulations and reasonable student conduct, including, but not necessarily limited to:
 - 1. No metal cleats on shoes.
 - 2. No banners, signs or numbering on bus (inside or out).
 - 3. No objects hanging on the windows or any sign that will impair the driver's vision.
 - 4. No throwing of any type of object.
 - 5. No moving about while the bus is in motion.
 - 6. No loud shouting or hitting/slapping or physical contact, even in jest.
 - 7. No application of hairsprays or perfumes.
 - 8. No use of flash equipment.
 - 9. No amorous demonstrations.
 - 10. No smoking or use of drugs or alcohol or any kind of tobacco product.
 - 11. Eating or drinking may be approved upon discussion between the trip supervisor and the driver.
- D. Each bus shall have an adult supervisor that will be responsible for student conduct.
- E. Inform students as to the location and time for reloading the bus for the return trip and emphasize the need to be on time. All students must return on the bus unless the student's parent or guardian makes a personal request for the release of the student from the bus for the return trip.

BUS DRIVER RESPONSIBILITIES

- A. The trip supervisor and the bus driver must work in unison on any bus trip. However, when a safety or driving-related issue is concerned, the bus driver has the final authority and ultimate responsibility.
- B. The driver will arrive at the pickup point a minimum of ten (10) minutes and a maximum of twenty (20) minutes prior to the scheduled departure time for the loading of equipment, if possible. Pickup and discharge of students shall be made at designated points only.
- C. Upon arrival at the trip destination, the driver will keep the trip supervisor informed as to the location of the bus and unless excused by the trip supervisor, will remain in the immediate area of the bus. Such excused absence from the immediate area of the bus will be limited to absence for meals and a change in assignment by the Transportation Department. The use of the bus for transportation to a local facility for meals during the trip is subject to Transportation Department procedures.
- D. A school bus shall not be put into motion until all passengers are seated (CCR 1217E). All passengers must remain seated while the bus is in motion. Only the trip supervisor may stand or walk while the bus is in motion to supervise students. The trip supervisor must coordinate their movements on the bus with the driver to ensure his/her safety.

USE OF PRIVATE VEHICLES

When at all possible, District bus transportation should be used for transporting students. Students SHOULD NOT drive other students.

Governing Board Policy 3541.1 and Administrative Regulation 3541.1 require that the following guidelines be enforced regarding transportation of students by private vehicle to curricular and extra curricular school sponsored events:

- A. As mandated by California Law, provisional drivers (drivers under the age of 18 or having had a driver's license for less than 6 months) CANNOT transport anyone under the age of 20.
- B. Drivers must complete the "School Driver Registration Form" (form E(1) 3541.1 attached). Completed forms are to be retained in the Facilities Manager's office.
- C. Drivers must have a valid California Driver's License and liability insurance of at least \$100,000 per occurrence (as stipulated on the "School Driver Registration Form" E(1) 3541.1).

- D. The “Parent Request for Student Participation” form MUST be completed and retained by the teacher/coach/club advisor.

Driver Instructions

When using your vehicle to transport students on field trips or other school activity trips:

- A. Be sure you have registered with the District for such purposes and have a valid driver’s license and current liability insurance of at least \$100,000 per occurrence.
- B. Check the safety of your vehicle: tires, brakes, lights, horn, seatbelts, etc. Under no circumstances will students be transported in unsafe vehicles.
- C. Carry only the number of passengers for which your vehicle was designed. All passengers must use seatbelts. If you have a pickup truck, van or car, carry only one passenger per seatbelt. Transporting others in the truck bed is strictly prohibited.
- D. Require each passenger to use his/her seatbelt.
- E. In case of emergency, keep all students together and call 911.

Transportation to events

Preference is for a team bus with a professional driver. For many reasons, this may not be possible. Second choice would be for a school/district van driven by a coach or faculty member. The coach/faculty member should have on file a copy of his/her Motor Vehicle Record (MVR procedures available through the Transportation Department) and valid drivers license prior to using school/district vehicles.

Student drivers

- A. Students should never be allowed to drive District-owned vehicles.
- B. Students are NOT to drive other students. Parents/guardians should have completed the “Parent Request for Student Participation” forms should they wish to provide transportation.
- C. If District transportation is not available, parents/guardians are responsible for transporting students. Parents/guardians will complete the “School Driver Registration Form” which provides insurance information. Parents/guardians should be provided with the “Driver Instructions” form.

PARENT/GUARDIAN REQUEST FOR STUDENT PARTICIPATION

I, the undersigned, request that my son/daughter/student:

_____ be permitted to participate in

_____ (activity, field trip or sport)

at _____ on _____ (specific date if field trip or activity)

OR for _____ (indicate school year and sport club)

California Law (ED. Code 35330) provides that any person making a field trip or excursion waive all claims against the school district and the State of California for injury, accident, illness or death occurring during or by reason of the field trip or excursion. ACCORDINGLY, I/WE HEREBY WAIVE ALL CLAIMS WHICH I/WE MIGHT HAVE AGAINST THE SCHOOL DISTRICT OR STATE OF CALIFORNIA, their officers, agents, employees, for injury, accident, illness or death occurring during or by reason of the above described activity.

The school district will endeavor to provide bus transportation to and from the event. However, if buses are not available, it is the parent/guardian's responsibility to secure transportation to and from the event.

In the event of an accident or sudden illness, the school district has my permission to render whatever emergency medical treatment may be deemed necessary for the above-named student without cost to the district.

Date

Signature of Parent/Guardian

SCHOOL DRIVER REGISTRATION FORM

Driver (circle one) Employee Parent/Guardian Volunteer

Name: _____ Date of Birth _____

Address _____ Drivers License No. _____

_____ Expiration Date _____

VEHICLE INFORMATION

Name of Owner _____ Year _____

Address _____ Make _____

_____ License Plate No _____

Registration Expires _____ Seating Capacity _____

INSURANCE INFORMATION

Insurance Company _____ Policy No _____

Telephone No _____ Expiration Date _____

Liability Limits of Policy _____

DRIVER STATEMENT

I certify that I have not been convicted of reckless driving or driving under the influence of drugs or alcohol within the past five years and that the information given above is true and correct. I understand that if an accident occurs, my insurance coverage shall bear primary responsibility for any losses or claims for damages.

Name _____ Date _____

(Signature)

OUT OF COUNTY TRIPS & OVERNIGHT TRIPS

- A. An out of county trip is any trip that leaves San Diego County at any time.
- B. An overnight trip is any trip that requires the bus driver to stay away from his/her domicile overnight.
- C. The driver is guaranteed a minimum of twelve (12) hours and a maximum of sixteen (16) hours pay on an overnight trip at the appropriate rate of pay per the District Labor Agreement for each day the driver is away from his/her domicile. The day of the return trip, the driver will be paid a minimum of four (4) hours at the applicable rate of pay.
- D. For an overnight trip, the trip supervisor is responsible for providing a private room and bed for the bus driver so he/she can receive adequate rest. If the trip supervisor cannot make arrangements for lodging, the bus driver will secure on his/her own. A bus driver should sleep in a private room on an individual bed. Co-drivers of the same gender may share a room provided each has an individual bed. Sleeping on cots, floors, private homes or in the bus is prohibited.
- E. A meal allowance, not to exceed \$20.00 per day for three (3) meals is provided to the bus driver for out of county or overnight trips. The cost of the bus driver's meals (within the boundaries of the meal allowance) will be reimbursed to the bus driver upon presentation of valid receipts. The cost of the meals will be added to the cost of the trip.
- F. A spouse and/or child(ren) (minimum age of 10 years old) may accompany the bus driver on a trip only upon approval of the trip supervisor. The responsibility to provide room and board for the bus driver's spouse and/or child(ren) is that of the bus driver.

SCHOOL SITE ACTIVITY TRIP ALLOCATIONS

Every school year, each school site is budgeted a dollar allocation for activity trips. The Transportation Department keeps a current accounting of all costs incurred with each trip taken by the individual schools. A monthly report itemizing each trip is sent to the site administrator for review. The report includes a year to date balance of the dollar allocation. In the event the school site's dollar allocation is depleted, remaining trips will be charged to the school's 022 budget.

USE OF PRIVATE CARRIER/OUTSIDE CONTRACTOR SERVICES

When using a private carrier/outside contractor for transportation services, it is important that District personnel and school site parent associations/groups be aware of certain procedures and legal requirements

SPAB Certification

California Vehicle Code 12517 (b) states, “no person may operate a school pupil activity bus (SPAB) unless that person has in his or her possession a valid driver’s license for the appropriate class of vehicle to be driven endorsed for passenger transportation. When transporting one or more pupils at or below the 12th-grade level to or from public or private school activities, the person shall also have in his or her possession a certificate issued by the department (DMV) to permit the operation of school pupil activity buses”.

California Vehicle Code 2807.1 (a) states, “The Department of the California Highway Patrol shall inspect and certify every school pupil activity bus...at least once each year to ascertain whether its condition complies with all provisions of the law”.

California Vehicle Code 2807.1 (b) states in part, “No person shall drive any motor vehicle specified in subdivision (a) unless there is displayed therein a certificate issued by the Department of the California Highway Patrol stating that on a certain date,...an authorized employee ... inspected such motor vehicle...”

When the Transportation Department arranges for a private carrier/outside contractor to provide transportation for a trip, the contracted bus and driver are requested to arrive thirty (30) minutes prior to departure time so the SPAB certification for both the driver and the bus can be verified by our staff prior to student boarding.

Contractual Obligation

When using a private carrier/outside contractor, the District is under a contract bid. Failure to contact the bid holder prior to other carriers is grounds for breach of contract by the District and subjects the District to potential legal action. This is why it is vitally important to submit your transportation request through the Transportation Department so that we may avoid potential litigation.