

TRANSPORTATION FOR SCHOOL-RELATED TRIPS

DRIVER INSTRUCTIONS

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

1. Read the Superintendent of Schools memo (Exhibit (3a/b) 3541.1), sign and return it to the school prior to departure on the field trip.
2. Be sure that you have a valid California driver license and current liability insurance of at least \$100,000 per occurrence on file with the district.
3. Check the safety of your vehicle: Tires, brakes, lights, horn, suspension, etc.
4. 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 (10). If you have a truck or pickup, carry only as many as can safely sit in the passenger compartment.
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. A child who is under 8 years old shall be properly secured in a rear seat in an appropriate child passenger restraint system meeting federal standards.
6. Demonstrate good judgment while in the company of the children:
 - a. Do not smoke a pipe, cigar, or cigarette in the car where minors are present.
 - b. Drugs and alcoholic beverages of any kind are prohibited.
 - c. Follow and obey all the laws of the California Vehicle Code.
7. Carry with you the list of participating students and their emergency contact information.
8. Take the most direct route to the destination or event without unnecessary stops.
9. Do not return from the trip until all students are accounted for at the direction of the teacher supervising the trip.
10. Ask students to check for personal belongings at the end of the trip.