

Guide to Transportation for School-Sponsored Activities

Students participating in off-campus school-sponsored activities are required to travel on school buses or other school vehicles when they are being provided by the school for the activity. Individual exceptions may be granted by the activity supervisor for very unusual circumstances. These exceptions should be arranged for at least 10 days prior to the activity. All exceptions will be made at the sole discretion of the school.

When the school is not providing a bus or other vehicle for travel to and from a school-sponsored activity, transportation may be provided by a parent driving their own student, by parent/staff authorized drivers, or by a student who has been authorized to drive himself/herself.

1. Parents Driving Their Own Children

Permission may be given by the school for parents to drive their own children to and from a school-sponsored activity. Under these conditions, the parent assumes all responsibility and liability associated with transporting their own student to and from a school-sponsored activity.

2. Students Transported by School Authorized Drivers in Personal Automobiles

Any adult who will be driving students other than their own children to and from a district-sponsored activity must have completed and have filed with the school a *Volunteer Personal Automobile Use Form*. The authorized driver must be 21 years or older. Proof of insurance and a copy of his/her drivers' license must be submitted with this form. The form should be completed and on file at least 10 days prior to the activity. The

driver's personal automobile insurance will be considered the primary coverage.

A student who will be transported to and from a school-sponsored activity by a school authorized driver in a personal automobile must also have completed and have on file a *Student Alternate Transportation: Designation of Adult Driver Form* at least 10 days prior to the activity. The form will require that a parent designated the authorized driver(s) they are given their permission for their student to ride with to and from a school-sponsored activity.

3. Students Transporting Themselves

Permission may be given by the parent and the school for students to transport themselves to and from a school-sponsored activity. A student who will be transporting themselves must have completed and have on file with the school a *Student Personal Automobile Use Form* at least 10 days prior to the activity. The form will require proof of insurance and a copy of the student's driver's license. Under these conditions, the parent assumes all the risk associated with the transporting of the student and

will hold harmless the school and its officers and employees from all liabilities.

A student who will be transporting themselves to and from a school-sponsored event must also have on file a *Student Alternate Transportation: Student Driver Form* at least 10 days prior to the activity. The form will require that the school and a parent/guardian give their consent for a student to drive himself/herself to and from specified school-sponsored activities/events.

4. School's Responsibilities

The school principal or designee will determine the employee(s) who will be designated the responsibility for arranging for transportation for school-sponsored activities and ensuring that all appropriate procedures are being followed. Direction shall be given regarding how forms can be obtained by parents/students, how they are filed, how permission to parents and students will be provided, and how the supervisor of the activity will monitor the transportation of students and account for each student along the way.

CONDITIONS AND INSTRUCTIONS

As volunteer driver providing transportation to students involved in an authorized school activity, I have read, understood and will meet the conditions noted below. I further agree to provide the required information and to abide by these conditions and instructions while acting as a volunteer driver.

1. I understand that my own automobile liability insurance will always be considered as primary coverage. Check the adequacy of your liability insurance (see item 1, page 1 of this form). **You are liable** in the event of accident, injury, or death resulting from such use of your vehicle.

State law states that "all persons making any field trip or excursion shall be deemed to have waived all claims against the district (its employees) or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion." (Ed Code 35330)

Current minimum requirement for insurance coverage is as follows:

Liability Coverage: \$100,000 / \$300,000
Property Damage: \$25,000

2. I understand that all travel by private car requires prior approval by the principal.
3. I understand that I must be at least **21 years of age** in order to be a volunteer driver and certify that fact by my signature on this form.
4. I understand that I must submit a signed *Volunteer Auto Use Statement* annually to the principal so that my volunteer driving status remains in force.
5. I understand that by signing this form I waive and release the district from any and all claims for reimbursement for any such transportation, unless otherwise permissible by District policy.
6. Vehicles volunteered cannot be designed to carry more than nine passengers and a driver. The vehicle must carry only the number of passengers for which it was designed. Each passenger is required to use a safety restraint. (VC 27360-27360.5, 27363)
7. The number of occupants in a pickup or motortruck may not exceed more persons than can safely sit in the **passenger** compartment. Motorhomes and open Jeep-type vehicles may not be used to transport students. Students are expressly forbidden to ride in the cargo area of pickups or motortrucks whether or not these areas are enclosed by camper shells or other protective covering.
8. I certify that the vehicle is in safe operating condition, and that I have checked or had a mechanical check prior to the trip, including, but not limited to: tires (including spare), brakes, lights, turn signals, horn, suspension, seat belts, emergency tools and equipment (such as a jack and chains), and that said vehicle is mechanically sound.
9. I certify that the vehicle possesses emergency warning devices, such as flares and/or reflectors.
10. In the event of an accident notify California Highway Patrol and request that they contact the Principal in addition to normal procedure.
11. I will assume supervisory responsibilities for student control to and from activities.
12. I promise not to drive with any alcohol/illegal substances in my system while acting as a volunteer driver.
13. I understand that students, other than my own children, will not be released at any location other than school or as instructed by school staff.

EL DORADO UNION HIGH SCHOOL DISTRICT Student Personal Automobile Use Form

Students participating in off-campus school-sponsored activities, including, but not limited to, practices, games, meetings, competitions, and conferences ("events"), are required to travel on school buses or by other District-designated methods of transportation. At the school's sole discretion, students may transport themselves to and from designated activities. Before the school will allow a student to drive to and from school-sponsored activities, this Form and its required information must be completed and accepted by the school office. In addition, the school's permission for the student to drive to and/or from school-sponsored activities must be obtained at least 10 days prior to the activity.

REQUIRED INFORMATION

<i>Name of Student Driver:</i>	
<i>CA Driver's License No. & Expiration Date:</i>	
<i>Any License Restrictions:</i>	
<i>Vehicle(s) to be Driven (Year–Make–Model):</i>	
<i>Vehicle(s) License Plate Number(s):</i>	
<i>Insurance Carrier:</i>	
<i>Policy Number and Expiration Date:</i>	
<i>Liability Coverage Limits:</i>	

With this Form, you must also provide a **photocopy** of: (a) the Student's Driver's license, and (b) the insurance policy declarations page showing that coverage exists for the Student and the vehicle(s) to be driven. Should the Student's Driver's License or the insurance policy expire during the school year, updated photocopies showing renewal are required before the Student will again be eligible to transport himself/herself to District-sponsored activities. Minimum insurance coverage is \$100,000/\$300,000 for liability and \$25,000 for property damage.

Neither the Student nor the Student's vehicle is covered under the District's automobile liability coverage. By signing this Form, you agree that the Student and his/her parent(s)/legal guardian(s) assume the risk of harm, injury, or death to the Student or others, and that by voluntarily allowing the Student to operate his/her own vehicle, the Student and his/her parent(s)/legal guardian(s) will hold harmless the District and its officers and employees from all liability.

For the safety of our Students, in signing below, you are also agreeing to the following rules and requirements:

1. **I/The Student** will not operate an automobile while impaired, whether due to alcohol, drugs (prescription or nonprescription), lack of sleep, or distraction of any kind. **I/The Student** will at all times comply with California law regarding proper operation of the vehicle, including compliance with all speed limits and posted signs and placards.
2. **I/The Student** will not operate an automobile that I/the Student believe, for any reason, is mechanically unsafe or that may become unsafe due to weather or other natural conditions. The automobile will have working seatbelts, which I/the Student will use at all times. The vehicle(s) may be inspected by District representatives.
3. **I/The Student** will be the sole driver of the vehicle. I will not let anyone else ride in or occupy the vehicle while traveling to or from any District-sponsored activity, or while I/the Student attend a District-sponsored activity.

By signing below, you are authorizing the school, at its discretion, to: (a) obtain a copy of the Student's Driver Record History and confirm the status of the Student's Driver's License, (b) conduct a criminal background check, and/or (c) contact the listed insurance company to confirm the existence of insurance coverage for the Student and the vehicle(s).

Printed Student Name

X

Signature

Printed Parent/Guardian Name

X

Signature

Date

Printed Name of Employee Arranging Transportation

X

Signature

Date

Principal or Designee Signature

Date

Student Alternate Transportation Form: Student Driver

Students participating in off-campus school-sponsored activities, including, but not limited to, practices, games, meetings, competitions, and conferences ("events"), are required to travel on school buses or by other school-designated methods of transportation. Under special circumstances, with the school's prior written approval, students may be transported to and from events by: (1) himself/herself, (2) his/her parent/guardian, or (3) a designated adult driver. Under no circumstances may students be transported in a vehicle driven by another student or other person under 21 years of age.

This form is required when a parent/guardian designates that their student drives himself/herself to and from a school-sponsored activity. **The student driver must have completed a *Student Personal Automobile Use Form* that has been signed and maintained by the school.** Under no circumstances may a student driver drive another student to or from a school-sponsored activity.

This form must be completed and accepted at least ten (10) days before an activity/event in order for the student to transport himself/herself to and/or from a school-sponsored activity.

REQUIRED INFORMATION

Name of Student	
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	<i>List Activity or Series of Activities:</i>	Date of Activity
1)		
2)		
3)		
4)		
5)		

The signatures below are required in order for the student to drive himself/herself to and from the activity/ies specified above:

<i>Printed Student Name</i>	X	<i>Signature</i>
<i>Printed Parent/Guardian Name</i>	X	<i>Signature</i> <i>Date</i>
<i>Printed Name of Employee Arranging Transportation</i>	X	<i>Signature</i> <i>Date</i>
<i>Principal or Designee Signature</i>		<i>Date</i>