

Amador County Public Schools



Transportation Department

Activity Trip Procedures Manual

August 2008

SCHEDULING A TRIP

- A. The written Special Trip Request form (no oral requests will be accepted) must be submitted to the Transportation Department a minimum of **45 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 (largest bus: 84 Elem, 56-60 Jr.Hi/H.S.; each adult takes 1.5 student seats)
 4. Origin and destination(s)
 5. Type of carrier (i.e. school bus, motor coach, van, 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. **We will send a Trip Confirmation to the site within 2 days**, which will include the number of buses needed and driver/mileage cost estimates. **If NO Trip Confirmation is received by the site, call Transportation immediately.**
- 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. NO TRIP SHOULD BE SCHEDULED WITH A PRIVATE CONTRACTOR. All outside contractors MUST be scheduled by 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. 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. The driver has the ability to clock off for 8 hours on long/overnight field trips during the non-driving day, this starts a new 16 hour on-duty period for the return trip.

RESPONSIBILITIES DURING A TRIP

- A. Trips must depart on time as scheduled. The teacher/coach 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 (209)257-5193. This phone is monitored by the Transportation Management at all times.
- C. The teacher/coach 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. Students and/or chaperones load any trip gear (not the driver). Teacher/coach 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 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.
- F. Each bus shall have an adult supervisor that will be responsible for student conduct.
- G. 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 teacher/coach 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. (5 CCR 14103)
- B. The driver will arrive at the pick-up point a minimum of fifteen (15) minutes and a maximum of thirty (30) minutes prior to the scheduled departure time for the loading of equipment, if possible. Pick-up and discharge of students shall be made at designated points only.
- C. Upon arrival at the trip destination, the driver will keep the Dispatcher 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 (13 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. Student SHOULD NOT drive other students.

Governing Board Administrative Regulation 3541.1 requires 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" (attached). Completed forms are to be retained in the Transportation Department 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"). A copy of the license and insurance card will be attached to the completed form.
- 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 copy of your valid driver's license and current liability insurance card on file with the Transportation Department.
- 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 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 a valid driver's license prior to using district vehicles.

Student drivers

- A. Students shall 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 if 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 "Private Vehicle Requirements" form.

OUT OF COUNTY TRIPS & OVERNIGHT TRIPS

- A. An out of county trip is any trip that leave Amador 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 eight (8) hours pay on an overnight trip at the appropriate rate of pay per for each day the driver is away from his/her domicile.
- D. For an overnight trip, the teacher/coach is responsible for providing a private room and bed for the bus driver so he/she can receive adequate rest. If the teacher/coach 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 as a District or department arrangement for overnight trips.
- E. A meal allowance, not to exceed \$42.00 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 detailed 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 Dispatcher. 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 site's general budget.

- ▶ Trips falling under the Site Plan Activity Trips need prior approval by the Director of Curriculum PRIOR to the trip being booked by the Transportation Department.
- ▶ Trips including Special Education students needing a wheelchair bus need prior approval by the Director of Special Education PRIOR to the trip being booked by the Transportation Department.

Amador County Unified School District

SCHOOL DRIVER REGISTRATION FORM

School: _____

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 _____

****Provide a copy of current Driver's License and "Proof of Insurance" Card.**

DRIVER STATEMENT

I certify that I have read the District's "Private Vehicle Requirements" and the information listed above is true. 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. I hereby waive all claims against Amador County Unified School District/ACOE for injury, accident, illness or death occurring during, or by reason of, this field trip or excursion.

Name _____
(Signature)

Date _____

The School will be notified when this form has been processed and is on file in the School District Transportation Office
Parents/Guardians: School Driver Registration Form must be submitted annually



PRIVATE VEHICLE REQUIREMENTS

The Amador County Unified School District acknowledges the need for responsible private drivers to provide transportation services for numerous school activities that otherwise would not exist without private support.

To ensure that private transportation services will be provided in a safe, efficient and cost effective manner, the following requirements will be met:

1. The driver will be 21 years of age or over and possess a valid California Drivers' License.
2. The driver will be in good physical condition, free of any medications that may affect operation of the vehicle.
3. The vehicle will be in excellent condition and repair.
4. The vehicle will have a seat belt for each student being transported. Have all small children sit in the back seat and have all children six (6) years or younger or less than 60 lbs. sit in an approved child restraint seat.
5. The vehicle will carry only the number of passengers for which it is designed. In no case will more than nine students and a driver be transported in a van or station wagon.
6. The driver accepts the added responsibility that comes from carrying extra individuals and, therefore, will be conscientious in obeying all driving rules and regulations set forth by the State of California. The California Supreme Court has eliminated the protection of the former California Guest Law; therefore, a guest passenger may sue his host owner/driver.
7. The driver will have an insurance policy that will act as the prime carrier for any liability incurred with the following results and amounts of coverage:

Bodily Injury Liability of not less than \$100,000 each person with \$300,000 each accident.

Property Damage Liability of not less than \$50,000 each accident.

OR

Combined single limit for Property Damage and Bodily Injury of \$300,000 for each accident.

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.

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