

## **Lewis Center for Educational Research**

### **AR 3541.1: BUSINESS AND NONINSTRUCTIONAL OPERATIONS TRANSPORTATION\_PERSONAL VEHICLE**

**Adopted: June 5, 2003**

**Revised: September 10, 2007**

Each driver using a private vehicle to transport students on school-sponsored trips or off-campus activities must file and keep current in the Compliance office the following information:

- Current fingerprint clearance
- Current DMV driver report
- Proof of Insurance with \$100,000/\$300,000 liability
- Volunteer Driver Acknowledgement form
- Off-site event form
- School Driver Certification Form (E 3541.1)

The principal/administrator assigning a designated driver for approved transportation shall verify the driver's status with the business office.

Consent forms from parents/guardians must be on file prior to any trip.

Use of personal vehicles where hazardous road conditions exist is prohibited. These hazardous road conditions are those declared by California Highway Patrol, or other city, county, state or federal agencies authorized to monitor road conditions.