

Lewis Center for Educational Research

BP 3541.1 BUSINESS AND NONINSTRUCTIONAL OPERATIONS TRANSPORTATION REQUIREMENTS

Adopted: June 5, 2003

Revised:

The CEO or designee shall maintain procedures to regulate the use of the vehicles for approved school-related activities. Activity trips occurring outside of school hours shall be subject to the rules and policies regulating educational field trips.

Student councils, parent-teacher associations, and any other organizations requesting transportation shall be fully responsible for the costs of the trip. To the extent that funding has been approved by the Board, such costs may be charged to the LCER.

When LCER transportation is not available, the CEO or designee may authorize the transportation of students by private automobile for approved field trips and off-campus activities in accordance with administrative regulations. The vehicle must be driven by an adult who has registered with the LCER for such purposes and has received approval from the CEO or designee. All drivers shall be provided safety and emergency information. All student passengers shall provide permission slips signed by their parents/guardians.

Drivers shall be required to obtain clearance from the CA Department of Justice.

Drivers shall be required to possess a valid California driver's license and liability insurance coverage in the minimum amounts of Public Liability: Bodily Injury \$100,000 to \$300,000 per accident; Property Damage \$25,000 per accident; and Medical Payments \$2,000 per person.

Owners, drivers and passengers shall be informed that the registered owner and his/her insurance company are responsible for any accidents which may occur. LCER personnel who frequently transport students in their private vehicles are urged to carry liability insurance of \$300,000 or more per occurrence.

A seat belt must be provided for each passenger.

Trucks and pickups may not transport more persons than can safely sit in the passenger compartment.

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.

Reimbursement for the use of private transportation may be made from LCER funds with the approval of the CEO or designee.