

Lewis Center for Educational Research

**BP 3540: BUSINESS AND NONINSTRUCTIONAL OPERATIONS
TRANSPORTATION**

Adopted: September 12, 2011

Revised: December 12, 2022

The Lewis Center for Educational Research (“LCER”) Board of Directors (“Board”) desires to provide for the safe and efficient transportation of students to and from school sponsored events when possible. The extent to which the LCER provides for transportation services shall depend upon student needs and a continuing assessment of financial resources including organization funds and state reimbursements, if any.

The President/CEO or designee shall develop procedures to promote safety for students traveling on school sponsored buses and in other school sponsored vehicles.

The goals of transportation services are to:

1. Provide maximum safety for students on schoolsponsored trips.
2. Promote desirable student behavior and respect for traffic safety.
3. Provide assistance and transportation for disabled students, as may be required by law.
4. Provide transportation for field trips and off-campus activities when possible.

All school buses shall comply with inspection requirements specified in the Vehicle Code and administered by the California Highway Patrol.

The President/CEO or designee shall ensure the qualifications of bus drivers and related staff employed by the organization, provide for the maintenance and operation of organization-owned school buses and other vehicles, and ensure adequate facilities for equipment storage and maintenance.

Transportation of Single Students

Other than as authorized in advance by the President/CEO or designee, no employee, either certificated or classified, shall transport or ever be left alone in any vehicle (school bus, driver education car, or other organization vehicle, or private automobile) with a single student.