

**PRINCETON JOINT UNIFIED SCHOOL DISTRICT**

# **TRANSPORTATION HANDBOOK**



**SUPERINTENDENT**

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**MOT DIRECTOR**

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BOARD APPROVED 12/12/2020

# **Instructions to all Prospective Drivers**

1. Read handbook
2. Obtain current driving record from the Department of Motor Vehicles
3. Obtain copy of declaration page of current auto policy from your insurance carrier.
4. Sign and date "Use of District and Private Vehicles" form
5. Complete, sign and date the Driver Certification Form and Driver Statement
6. Attach DMV print out and insurance declaration page to Driver Certification Form and return all documents to the District office prior to transporting students
7. If you are an employee and driving a District Vehicle, review District Vehicle Use Policy on pages 10 & 11

If you have any questions, please feel free to contact the district office.

# **Preface**

This pamphlet includes rules and regulations dealing with transport by district and private vehicles of students for special activity trips, a list of emergency contacts, passenger conduct rules, and various forms required for special activity trips. This pamphlet is derived from adopted Board Policies, Administrative Regulations, and Exhibits referenced below.

These rules and regulations also apply to the transportation of students by District staff for interdistrict purposes.

If you have any questions regarding the information, please contact the school site administrator or Director of Transportation.

References:

BP/AR/E 3541.1- Business and Non-instructional Operations- School Related Trips- Transportation

## **Transportation by Private Vehicle**

The superintendent or designee may authorize the transportation of students by private automobile for approved field trips and activities, when the vehicle is driven by an adult who has registered with the district for such purposes.

The superintendent or designee may authorize a member of the District the transportation of a student or students by private vehicle for the purposes of Interdistrict Student Transportation.

Before transporting students on any field trip or activity, or for the purposes of Interdistrict Student Transportation, drivers shall register with the district. Drivers shall receive safety and emergency instructions which shall be kept in their car. All student passengers shall provide permission slips signed by their parents/guardians. The permission slips shall remain on file at the district office.

Drivers shall be required to possess a valid California driver's license and liability insurance of at least \$100,000 per person and \$300,000 per occurrence.

All individuals must have a current Driving Record Individual Report from the Department of Motor Vehicles. Any individual who has a total of 2 or more points, including any pending offenses will not be allowed to transport students.

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

All drivers and passengers shall wear seat belts in accordance with law. (Vehicle Code 27315) Trucks and pickups may not transport more persons for which the passenger compartment is designed.

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. (Ed Code 39830) More

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than nine passengers and the driver, a total of ten occupants, in a vehicle constitute a school bus.

A line of communication and responsibility in case of emergency shall be established, which will include but is not limited to the driver's personal cell phone. In the case of an emergency, the care of students is the primary consideration. If medical assistance is required, contact medical assistance first, and then contact the district office for further instructions.

During field trips, the teacher-in-charge is responsible for contacting medical assistance and the district office. In the event a student trip requires overnight or after hour plans, the teacher-in-charge shall have a phone number where the site principal can be reached at all times.

**Princeton District Office** (530) 439-2261

**Princeton High School** (530) 439-2261

**Princeton Elementary School** (530) 439-2501

The annual notification to students and parents concerning the rules pertaining to the discipline of students shall include the rules governing student behavior on field trips and the following rules for student behavior on student activity trips. Failure of a student to conform to the rules may be grounds for disciplinary action.

1. All school-sponsored activity trips and rooter bus trips shall begin and end at the school unless the Superintendent approves a specific request for a change.
2. Students riding on an activity bus or vehicle are under the supervision of school personnel and authorized parents.
3. The students will be held accountable for any unacceptable behavior during the activities.

# Student Conduct

Because passengers' behavior can directly affect their safety and the safety of others, the following regulations apply at all times when students are passengers, including school activity trips.

1. Riders shall follow the instructions and directions of the driver at all times. Disrespect to the driver or refusal to obey instructions will result in disciplinary action.
2. Riders should arrive at the pick-up stop on time and stand in a safe place to wait quietly for the transportation.
3. Riders shall enter the vehicle in an orderly manner and go directly to their seats.
4. Riders shall wear a safety belt while the vehicle is in motion.
5. Riders shall remain seated while the vehicle is in motion and shall not obstruct the aisle with their legs, feet, or other objects. When reaching their destination, riders shall remain seated until the vehicle stops and only then enter the aisle and go directly to the exit.
6. Riders should be courteous to the driver and to fellow passengers.
7. Serious safety hazards can result from noise or behavior that distracts the driver, loud talking, laughing, yelling, singing, whistling, scuffling, throwing objects, smoking, eating, drinking, standing and changing seats are prohibited actions which may lead to suspension of riding privileges.
8. No part of the body, hands, arms or head should be put out of the window. Riders shall not yell at cars or people on the street. Nothing should be thrown from the vehicle.
9. Riders shall not damage or deface the vehicle or tamper with any equipment.
10. Riders should be alert for traffic when leaving the vehicle.

## **Supervision**

1. Students on approved trips are under the jurisdiction of the Board and subject to school rules and regulations.
2. Teachers, other certificated personnel, or chaperones shall accompany students on all trips and shall assume responsibility for their proper conduct.
3. Before the trip, teachers shall provide any adult chaperones who may accompany the students with clear information regarding their responsibilities.
4. Chaperones, other than parents(s) or guardian(s), shall be 21 years of age or older. Younger chaperones must obtain prior approval from the Superintendent.
5. Chaperones shall be assigned a prescribed group of students and shall be responsible for the continuous monitoring of these students' activities.
6. Teachers and chaperones shall not consume alcoholic beverages or use controlled substances while accompanying and supervising students on a trip.
7. When a trip is made to a place of business or industry, the teacher shall arrange for an employee of the host company to serve as the guide.

## **Use of District and Private Vehicles**

**Vehicles being operated for District purposes must meet the following guidelines;**

1. Driver must possess:
  - a) Valid California drivers' license, copy on file with the District.
  - b) Minimum liability insurance of at least \$100,000 per person and \$300,000 per occurrence, renewed annually and filed with the District.
  - c) Driving Record Individual Report from the CA Department of Motor Vehicles, renewed annually and filed with the District.
  - d) Be in good physical condition, free of any medications that may affect your safe and prudent operation of your vehicle.
2. Check the safety of your vehicle: Tires, brakes, lights, horn, suspension, etc. Report any district issues immediately.
3. Number of van passengers shall not exceed ten (10), including the driver. In no case shall the number of passengers, including driver, exceed the number of available seat belts.
4. Trip routes to points outside of the District in excess of ten (10) miles must be approved in advance by the site administrator/program director or designee.
5. Require each passenger to wear a safety belt.
6. The District must approve all drivers.
7. Obey all traffic laws, posted speed limits and regulations. Follow the route of travel provided to you. Make no detours or stops unless authorized by District personnel in advance.
8. Appropriate Vehicle Form and required documents must be on file before a trip is taken.
9. Driving where hazardous road conditions exist is prohibited. This includes hazardous conditions declared by California Highway Patrol, or other City, County, State, or Federal agencies authorized to monitor road conditions.
10. Carry no student under age 13 in the front seat of a vehicle equipped with dual front airbags.
11. Carry no student under 6 years of age unless the student is secured in a approved child safety seat.
12. No animals, other than Seeing Eye animals shall be allowed without express permission from the principal or designee.



**Driver Certification Form**

**These Forms are to remain in the vehicle during the entire trip.**

**I certify that I have received a complete copy of the Transportation Handbook and will fully comply with each and every one of the above requirements.**

Name \_\_\_\_\_ Date: \_\_\_\_\_

School \_\_\_\_\_ Date: \_\_\_\_\_

The Princeton Joint Unified School District recognizes the importance of out-of-classroom learning experiences and encourages educational study trips. The District will continue to make every effort to provide transportation whenever possible. However, there are times when vehicles and/or personnel are not available. At these times, the District asks parents to help provide transportation.

**Driver (circle one):                      Employee                      Parent/Guardian                      Volunteer**

Name \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Driver's Lic. # \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Telephone #: ( ) \_\_\_\_\_

**Vehicle Information**

Name of Owner \_\_\_\_\_ Year \_\_\_\_\_ Make \_\_\_\_\_

Address: \_\_\_\_\_

Lic. Plate # \_\_\_\_\_ Seating Capacity \_\_\_\_\_ Registration Expires: \_\_\_\_\_

**Insurance Information** (attach copy of insurance verification)

Insurance Co. \_\_\_\_\_ Policy #: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Registration Expires: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Liability Limits of Policy: \_\_\_\_\_

**Driver Statement**

All individuals must submit a current Driving Record Individual Report from the Department of Motor Vehicles. Any individual who has a total of 2 or more points including any pending offenses will not be allowed to transport students.

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 Princeton Joint Unified School District for injury accident, illness, or death occurring during, or by reason this field trip or excursion.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For District use only**

**Copy the signed Driver Certification Form, Driver Statement, DMV printout and insurance liability page. Original is kept on file. Copy goes with driver.**

DMV record check: Date: \_\_\_\_\_ Verified by: \_\_\_\_\_

Insurance information record check: Date: \_\_\_\_\_ Verified by: \_\_\_\_\_

## District Vehicle Use Policy

Employees must physically possess their CDL while operating District vehicles and shall not drive a vehicle for District service while his/her driver's license has expired, been suspended, or revoked. Any authorized driver who is convicted of a DMV violation or whose license is suspended/revoked must report this situation to his/her supervisor immediately. Traffic tickets for mechanical/equipment violations should be referred to the MOT Director, however tickets for traffic violations are the financial responsibility of the employee.

Employees who drive District-owned vehicles must comply with all Federal, State, and local laws pertaining to the use of the vehicle. Employees will be personally responsible for fines or other penalties based upon parking and traffic violations and citations, or violations of law involving the use of the vehicle.

Motor vehicle drivers are required by state law to show proof of financial responsibility upon request by a law enforcement officer. The District vehicle fleet is self-insured. All employees assigned vehicles for use while on District business are covered by the District's insurance program. A copy of the vehicle registration form as well as the insurance card can be found and must be kept in the glove compartment of the vehicle at all times. The District is not responsible for personal items left in District-owned vehicles.

The requirements for drivers of district vehicles are as follows:

- Possess a current Class C Driver's License
- Provide a valid DMV report
- Sign the Driver Certification form and Acknowledgement (District Transportation Handbook)

The following infractions could prohibit an employee from driving a district vehicle:

- Convictions
- Failures to appear
- Accidents
- Driver's license restrictions, suspensions or revocations
- Any other actions taken against the driving privilege
- Received citation for DUI (pending outcome of case)

Employees may request the use of District owned vehicles for transportation related to an employee's duty assignment. District vehicles should be requested by contacting the MOT

Director. Employees will pick up and return vehicles from the school campus. Written authorization from the Superintendent is required to keep a vehicle overnight or store the vehicle off campus.

The employee taking the vehicle must track their mileage on the clip board for that vehicle. Employee should visually inspect the vehicle prior to its use to ensure that the vehicle is in a safe and clean operating condition. Check the fuel level before leaving campus. The employee is responsible for appropriate seating arrangements and car seats (for young children). No animals, other than service animals, shall be transported in the seating area without express permission from the principal or designee. Return keys and clipboard to the mail room at end of each trip.

Prior approval is required to use any district vehicle to tow any towable object.

MOT staff will keep vans fueled. If the employee is departing on a long trip, make arrangements to acquire a district credit card or expect to purchase fuel and be reimbursed (save the receipt).

The Employee is responsible to clean out any debris and leave the vehicle reasonably clean. MOT staff will regularly clean and perform routine maintenance on all district vehicles. Vehicle breakdowns and accidents should be immediately reported to the MOT Director.

Exceptions for AG truck: The Ag teacher may use the truck daily without prior approval from MOT director and is expected to refuel with district fuel as necessary. Any multi-day use of the truck requires written approval by the Superintendent or designee. Towing of district owned trailers is acceptable. All other provisions apply.

"District Vehicle Use Policy" Board Approved: 11/12/20