

**Mt. Diablo USD**  
**Administrative Regulation**  
**Transportation For School-Related Trips**

AR 3541.1

**Business and Noninstructional Operations**

The district may provide transportation for students, instructors and other individuals for field trips and excursions approved according to Governing Board policy and administrative regulations.

(cf. 3541 - Transportation Routes and Services)  
(cf. 6153 - School-Sponsored Trips)

The Superintendent or designee shall determine the most appropriate and cost-effective mode of transportation for each approved trip.

(cf. 3312.2 - Educational Travel Program Contracts)  
(cf. 3540 - Transportation)

When district transportation is provided, students may be released from using district transportation only with the advance written permission of their parent/guardian.

School-related organizations requesting transportation shall be fully responsible for the costs of their trips unless funding has been approved by the Board.

(cf. 1230 - School-Connected Organizations)

The Superintendent or designee shall ensure that the district has sufficient liability insurance when field trips or excursions involve either transportation by district vehicles or travel to and from a foreign country. When a trip to a foreign country is authorized, liability insurance shall be secured from a carrier licensed to transact insurance business in that country. (Education Code 35330)

(cf. 3530 - Risk Management/Insurance)

**Transportation by Private Vehicle**

The Superintendent or designee may authorize the transportation of students by private vehicle when the vehicle is driven by an adult 23 or older who has a good driving record and who has registered with the district for such purposes. Drivers shall be required to possess a valid California driver's license and at least the minimum insurance established by the district.

(cf. 1240 - Volunteer Assistance)

Drivers shall receive safety and emergency instructions which shall be kept in their vehicle.

All student passengers shall provide permission slips signed by their parents/guardians. Teachers or coaches shall ensure that all drivers have a copy of each student's permission slip. For athletic teams the permission slip shall be valid for an entire season.

No driver shall be alone in a car with a student unless the driver is the student's parent/legal guardian.

Owners, drivers and passengers shall be informed that the registered owner and his/her insurance company are responsible for any accidents or violations which may occur.

The number of passengers, including the driver, shall not exceed the capacity for which the vehicle was designed. Motor trucks may not transport more persons than can safely sit in the passenger compartment.

All drivers and passengers shall wear seat belts in accordance with law and, where required by law, shall use child restraint seats. (Vehicle Code 27315)

#### Student Activity Trips

Following are the rules governing transportation for field trips and student activity trips. Failure of a student to conform to the rules may be grounds for disciplinary action.

1. All school-sponsored field/activity trips and rooter bus trips shall begin and end at the school unless the principal or designee approves a specific request for a change. The written request must be made and signed by the student's parent/guardian. The original request must be kept on file at the school and a copy given to the driver.
2. Students riding on a field/activity trip bus or private vehicle are under the authority of the ~~bus~~ driver, who may be assisted in student control by one or more certificated staff members, parents or other available supervisors.
3. Buses or private vehicles will not pick up or drop off any students except at the school and any authorized destination by the principal or designee (see #1 above).
4. All special trips taken from or to a school site transporting students at the 12th grade level or below must be initiated by sending request forms to the Transportation Department.
5. No school site shall make arrangements for a field trip by bus without going through the Transportation Department. A list of students and adults going on the trip will be prepared and presented to the driver prior to departure on the trip. An additional

copy shall be left in the school office.

6. Written approval of parent or guardian is required for participation of students in field/activity trips. Approval is required for each such trip unless the student is covered by a blanket approval by the parent or guardian because the student is a member of an athletic team or performing student organization such as the band or chorus.

7. Students participating in a field/activity trip shall be under the supervision of a certificated employee of the district when not actually on the bus. The principal may authorize parents/guardians or non-certificated staff members to assist with supervision of students.

8. No student shall be excluded from a field trip for lack of funds.

9. No public school funds shall be used to support rooter bus trips, except that if the bus being used for school-sponsored trips has room after all participants in the activity are seated, rooters may be allowed to ride without charge if no other district bus or vehicle is going to the activity. Students may be charged for transportation to school-sponsored activities at such a rate as the Board may authorize to cover the cost of the bus trip. Participating students shall not be charged any additional fee for transportation to and from the site of the activity.

10. Any fund-raising activities and accounting procedures associated with activity trips shall be approved by the school administration in advance.

11. Students participating as contestants or performers, or as members of a school-sponsored team or performing group, are required to ride the bus or other district-approved vehicle to and from the activity unless the principal or designee grants a variance, in writing, for any reason which the principal or designee judges to be sufficiently compelling. Parents should use the Student Release from Athletic Events Form which all coaches can provide them a copy of. Parents can complete one from for an entire season or for a single athletic event.

12. Students providing their own transportation to school-sponsored activities as rooters or observers shall not be considered as under the authority of the district at any time, although they may be held accountable for their actions if these tend to bring this district or a school of this district into disrepute.

13. Student athletes, with a valid CA driver's license, may drive themselves to and from athletic events if they have submitted the Student Athlete Driver's Form and it has been approved by the principal/designee. The school will keep the original Student Athlete Driver's Form on file and provide the student athlete a copy of the form which they should keep in their car. The Student Athlete Driver's Form is only valid for one season of play. If the student athlete participates in multiple sports they must submit a new Student Athlete Driver's Form for each sport. A student athlete maybe permitted to drive another student athlete or student to or from an athletic event only if the other

student is living in the same household and related (i.e. brother, sister, step sibling) to the student athlete driving the vehicle. The student passenger must also have a Student Passenger Form approved and on-file at the school.

#### Voluntary Athletic Contributions for Transportation

Effective fall 2011, any student athlete who utilizes district transportation to get to and from events will be asked to make a voluntary contribution in order to help defray the transportation costs. No student athlete will be denied the ability to compete because they cannot make the voluntary transportation contribution. On an annual basis the district will determine the voluntary contribution amount based on the transportation costs and the number of athletes that are in a program.

Effective fall 2005, with the beginning of the sport season, each student athlete will be assessed a fee according to the schedule below:

1. First sport \$100
2. Second sport \$75
3. Third sport \$50

Families with two or more athletes would pay a maximum of \$600 regardless of the number of student athletes participating.

Procedures would be as follows:

1. Each high school would be required to include in the packet of information provided for student athletes, the athletic transportation fee schedule. Student athletes who would be exempt because of eligibility for free and reduced lunch must file an application with Food Services.
2. Prior to the first practice game the coach would submit to the school treasurer and athletic director the names of all students who had made the team roster: by September 1 for the Fall, December 1 for the Winter, and March 1 for the Spring.
3. Student athletes would be required to pay the transportation fees prior to the first practice game. The school treasurer would send verification to the coach indicating all team members had paid. Only after verification of payment of athletic transportation fees would athletes be allowed to play.
4. Money collected for athletic transportation will be recorded in a specific account and forwarded by the high school treasurer, prior to the beginning of the season, to fiscal services.

Fiscal Services would then budget the money in the athletic transportation account controlled by the ~~Assøciate~~ Assistant Superintendent.