

## Business and Noninstructional Operations

### **SCHOOL RELATED TRIPS**

#### Trips by School Vehicles

Besides taking students to and from school, school vehicles shall provide transportation for study trips and for special activities approved by the Governing Board. Such trips may be taken in buses or other school transportation vehicles owned, leased, or rented by the district. All vehicles shall meet federal and state standards.

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

#### Transportation by Private Automobile

The Superintendent or designee may authorize the transportation of students by private automobile for approved study trips and activities when the vehicle is driven by an adult who has an "Employee/Volunteer Personal Automobile Use Permission Form" on file with the school. All student passengers shall provide permission slips signed by their parents/guardians.

When a district employee or volunteer is using a personal automobile to transport students, the liability coverage on the personal automobile is primary (pays first) and the district's auto coverage is excess (as a secondary source.) Only personal vehicles with insurance coverage may be used for district activities. The district's liability program will not cover the personal automobile for comprehensive or collision damages, except as provided in Board Policy and/or the bargaining agreement.

The District requires evidence of insurance by one of the following:

1. A photocopy of the face sheet of the insurance policy;
2. A Certificate of Insurance from the agent or company;
3. A photocopy of "Proof of Insurance" form presently being provided by automobile insurance companies in California.

Owners furnishing private vehicles shall not accept reimbursement from passengers.

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Legal Reference:

EDUCATION CODE

35330 Excursions and field trips

39830 School bus

39835 Use for community recreation

39837 Transportation of pupil to places of summer employment

39860 Transportation to special activities by district

Policy

Adopted: 11/13/90

Revised: 06/07/94

CHULA VISTA ELEMENTARY SCHOOL DISTRICT  
Chula Vista, California