

Risk Management Committee

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Eureka City Schools

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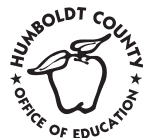
Fortuna Union High School

Judy White

Pacific Union School District

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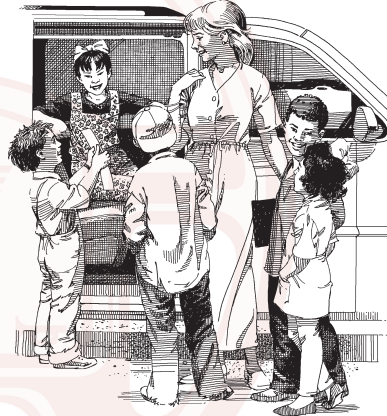
Fortuna Union High School



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906/JPA/Priv Driv.Guide

Private Vehicles Used for Schools



DRIVER'S GUIDE



Private vehicles being operated for field trips (transporting students other than their own) must meet the following guidelines:

- The Driver must:
 1. Be at least 21 years of age
 2. Possess a valid California driver's license
 3. Possess auto insurance as required by the State of California
 - Check your district's policy requirements
- The vehicle may not be designed to transport more than ten (10) persons; otherwise, the vehicle must be a school bus or student pupil activity bus as defined in the vehicle code.
- In no case shall the number of passenger, including driver, exceed the number of available seat belts.
- Prior to the trip, the district must approve all drivers.
- Check with your district regarding their vehicle inspection requirements
- An appropriate "Field Trip Driver" form must be completed and on file before a trip is taken. (JPA-14 or District Equivalent)
- The use of personal cars where hazardous road condition have been declared by California Highway Patrol, or other City, county, State or Federal agencies authorized to monitor road conditions, is prohibited.
- Prior to departure, the driver shall be instructed as follows:
 1. Follow the most direct route.
 2. Avoid unnecessary stops.
 3. Do not carry non-district personnel, non-students or other "guests" as passengers.
- Passengers will be seated in child restraint systems (car seats/ booster seats) unless they are six (6) years of age or older, or weigh 60 lbs. or more.
- If the vehicle has a passenger, front seat air bag, passengers 12 years of age or younger shall be seated in the rear seats.
- Check that the teacher has the completed student field trip forms.

As the driver, I understand:

- If I drive my personal vehicle while on school business and I am involved in an accident, by law my own insurance policy is used first. The District liability policy would be used only after my liability policy for my vehicle has been exceeded.
- The District does not insure, nor is it liable for comprehensive and collision coverage.