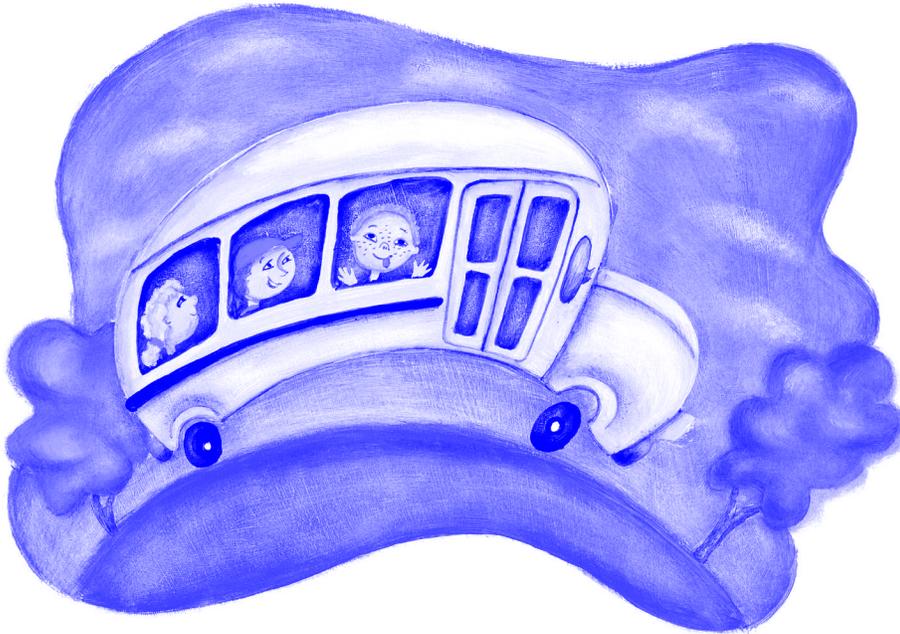




Transportation Request: School Activity Trips

School Bus

This guide is designed to provide information to assist teachers in choosing which mode of transportation they wish to use and list the guidelines required to use that mode of transportation.



- The school bus is ***the safest choice*** for transporting students. The vehicles are designed more stringently than any other passenger vehicle. The drivers receive many hours of training and participate in a random drug pool.

If you wish to use a school bus for your class' activity trip, make reservations per your district's procedures.

Guidelines for the use of private vehicles to transport students

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 passengers, 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 Use of Vehicle form must be completed and on file before a trip is taken.
- The use of personal cars where hazardous road conditions 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 (carseats/ 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.

Guidelines for walking field trips

Minimally one week before the field trip, the teacher must request in writing approval from the principal with the route to be taken described.

The principal shall approve, change or disallow the trip after determining the safety of the chosen route. Using a street map showing the route is recommended.

The minimum ratio of adults to students shall be:

- Kindergarten – 3rd grade1 adult per 6 students
- 4th grade – 8th grade1 adult per 10 students
- 9th grade – 12th grade1 adult per 20 students

The teacher shall take the following items with them on the field trip:

- Roster of children attending
- Permission forms with emergency contact phone numbers
- List of emergency numbers
- First aid kit
- Cell phone or other communication device

Rental Vehicles

Before rental vehicles are used to transport students, the following steps must be taken:

- Check with your district transportation department on the availability/feasibility of district transportation.
- Secure permission from your district to pursue the use of rental vehicles.
- Request proof of district insurance to be provided to the rental vendor.
- Use your district’s forms to ensure that all drivers of rental vehicles, whether district employee or volunteers provide the following documentation:
 - Proof of insurance with the minimum requirements
 - Insurance company name
 - Insurance policy number
 - Insurance effective dates
 - 1) Copy of drivers license
 - 2) Minimum age required for transporting students (21) is met

Limousines

Before hiring limousines to transport students, the following steps must be taken:

- Secure permission from your district to pursue the rental of a limousine.
- Determine if the vehicle is designed to transport more than ten (10) persons (including the driver).

If the vehicle is designed to transport **less** than ten persons:

- Contract to use the limousine.
- In no case shall the number of passengers, including driver, exceed the number of available seat belts.

If the vehicle is designed to transport **more** than ten persons:

- The vehicle is defined by vehicle code as a student pupil activity bus.
- Follow the directions listed in this booklet for hiring a SPAB – School Pupil Activity Bus.

SPAB – School Pupil Activity Buses

SPAB (School Pupil Activity Buses) are commercial buses hired by a district to transport students. They are required to adhere to stricter regulations than non-student charter trips.*

Before hiring a SPAB, the following steps must be taken:

- Check with your district transportation department on the availability/feasibility of district transportation.
- Secure permission from your district to pursue the use of a SPAB.
- The company must be on the pre-approved list annually provided by the NCSIG.
- A pre-trip inspection must occur of both the driver’s and the buses’ records, refer to the SPAB manual for directions and forms.
- Follow the policies and procedures outlined below.

* *Be aware that while the bus is being used as a SPAB that students cannot stand while the bus is in motion (VC Section 545).*

The NCSIG annually develops a list of pre-approved charter bus companies.

Companies not on the pre-approved list are not eligible to provide service for NCSIG school districts.

School-Chartered Buses

Annually the NCSIG will send districts a list of pre-approved potential vendors to charter buses. The districts may request companies to be added to the list.

If a district wishes to use a company that is not on the pre-approved list, the district may request that the company be reviewed for pre-approval by the NCSIG. Request for approval must be received at least 60 days prior to the date of the trip.

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SPAB – School Pupil Activity Buses, continued

District Level Responsibilities:

Before the trip the **requestor** will:

- Receive administrative approval.
- Send the transportation department and vendor an itinerary with a listing of all stops (this will allow the vendor to ensure the SPAB driver can complete the trip in the legal amount of hours).

Before the trip, the **district** will:

- Review purpose/goal/itinerary of the trip.
- Approve/disapprove the request.
- Ensure the SPAB company is on the pre-approved list.
- Notify the transportation department.
- Assign the day-of-trip inspector.
- Send the vendor a list of the items the district will check on the day of the trip.
- Forward the SPAB packet to the requestor.

The day of the trip, the **inspector** will:

- Check general condition to the SPAB bus.
- Confirm the vehicle registration is the same as the CHP 292 form.
- Review the driver's –
 - 1) California driver's license
 - 2) SPAB certificate
 - 3) Medical card (DL51A)
 - 4) Log Book
- Ensure the driver has the final trip itinerary.
- Ensure the driver can complete the trip in the amount of legally allowed hours.

The day of the trip, the **teacher** will:

- Confirm the permission forms are present.
- Confirm the medical release forms are present.
- Confirm the first aid kit is present.
- Ensure the emergency evacuation procedures were explained.