



Laytonville Unified School District

Joan Viada Potter, Superintendent

P.O. Box 868

Laytonville, CA 95454

(707) 984-6414 (707) 984-8223 fax

Transportation Safety Plan

(Complies with Ed. Code 39831.3 and 39831.5)



Revised October 2020

Table of Contents

California Education Code	1,2
Contact Information	3
Home-To School Transportation	3
Bus Routes	3
Snow/Inclement Weather Days	3
General Rules of Conduct at School Bus Loading Zones	4
School Bus Danger Zones	4
Bus Evacuations and Safety Instructions	4
Red Light Crossings	5
Determining if a Pupil Requires Escort	5
School Bus Rules	6
Passenger Restraint Systems	7
Field Trips	7,8
LUSD Driver's Report	9
LUSD Driver's Daily Inspection Report	10
LUSD Volunteer Driver Application	11,12
LUSD Safety Inspection Checklist	13
Transportation Rules for Athletic/Other Field Trips	14,15,16
Transportation Request	17

Preface

CALIFORNIA EDUCATION CODE 39831.3

The county superintendent of schools, the superintendent of a school district, or the owner or operator of a private school that provides transportation to or from a school or school activity shall prepare a transportation safety plan containing procedures for school personnel to follow to ensure the safe transport of pupils.

The plan shall be revised as required. The plan shall address all of the following:

- Determining if pupils require escort pursuant to paragraph (3) of subdivision (c) of Section 22112 of the Vehicle Code.
- Procedures for all pupils in prekindergarten, kindergarten, and grades 1 to 8, inclusive, to follow as they board and exit the appropriate school bus at each pupil's school bus stop.
- Nothing in this paragraph requires a county superintendent of schools, the superintendent of a school district, or the owner or operator of a private school that provides transportation to or from a school or school activity, to use the services of an onboard school bus monitor, in addition to the driver, to carry out the purposes of this paragraph.
- Boarding and exiting a school bus at a school or other trip destination.

A current copy of a plan prepared pursuant to subdivision (a) shall be retained by each school subject to the plan and made available upon request to an officer of the Department of the California Highway Patrol.

CALIFORNIA EDUCATION CODE 39831.5

All pupils in prekindergarten, kindergarten, and grades 1 to 12, inclusive, in public or private school who are transported in a school bus or school pupil activity bus shall receive instruction in school bus emergency procedures and passenger safety. The county superintendent of schools, superintendent of the school district, or owner/operator of a private school, as applicable, shall ensure that the instruction is provided as follows:

Upon registration, the parents or guardians of all pupils not previously transported in a school bus or school pupil activity bus and who are in prekindergarten, kindergarten, and grades 1 to 6, inclusive, shall be provided with written information on school bus safety. The information shall include, but not be limited to, all of the following:

- (A) A list of school bus stops near each pupil's home.
- (B) General rules of conduct at school bus loading zones.
- (C) Red light crossing instructions.
- (D) School bus danger zone.
- (E) Walking to and from school bus stops.

CALIFORNIA EDUCATION CODE 39831.5

(CONTINUED)

At least once in each school year, all pupils in prekindergarten, kindergarten, and grades 1 to 8, inclusive, who receive home-to-school transportation shall receive safety instruction that includes, but is not limited to, proper loading and unloading procedures, including escorting by the driver, how to safely cross the street, highway, or private road, instruction on the use of passenger restraint systems, as described in paragraph (3), proper passenger conduct, bus evacuation, and location of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit. As part of the instruction, pupils shall evacuate the school bus through emergency exit doors.

Instruction on the use of passenger restraint systems, when a passenger restraint system is installed, shall include, but not be limited to, all of the following:

- Proper fastening and release of the passenger restraint system.
- Acceptable placement of passenger restraint systems on pupils.
- Times at which the passenger restraint systems should be fastened and released.
- Acceptable placement of the passenger restraint systems when not in use.

Prior to departure on a school activity trip, all pupils riding on a school bus or school pupil activity bus shall receive safety instruction that includes, but is not limited to, location of emergency exits, and location and use of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit. The following information shall be documented each time the instruction required by paragraph (2) of subdivision (a) is given:

- (1) Name of school district, county office of education, or private school.
- (2) Name and location of school.
- (3) Date of instruction.
- (4) Names of supervising adults.
- (5) Number of pupils participating.
- (6) Grade levels of pupils.
- (7) Subjects covered in instruction.
- (8) Amount of time taken for instruction.
- (9) Bus driver's name.
- (10) Bus number.
- (11) Additional remarks.

The information recorded pursuant to this subdivision shall remain on file at the district or county office, or at the school, for one year from the date of the instruction, and shall be subject to inspection by the Department of the California Highway Patrol.

Contact Information

Transportation Coordinator , Jenna Duarte	707 513-8738; 707 984-6424
Transportation Director , Joan Viada Potter	707 984-6414
District Office Administrative Assistant , Jenna Crone	707 984-6414
Transportation Mechanic , Mark Kelly	707 272-8550

Home-To School Transportation

This information is intended to assist school personnel and others in their task of providing safe transportation. Students shall receive a packet of school transportation safety and bus riding information each year in their student handbooks. The Transportation Director, Joan Potter, may be reached at 984-6414 and the Transportation Coordinator, Jenna Duarte, may be reached at 984- 6424.

Bus Routes

Regular home-to-school bus route schedules are delivered to school offices prior to the beginning of the school year. If a bus route or stop is changed, notices are sent to schools and given directly to students. Questions regarding bus schedules are addressed by the Transportation Coordinator. Routes are identified by a bus number and/or bus location. Students are assigned a designated school bus stop, and any student who wishes to ride another bus or travel to a different bus stop must have signed permission from a parent and a bus pass from the school office. Students without such a note will be allowed to leave the bus at their regular stop only or will be returned to school. If there is not a bus stop placated in close proximity to a student's home, the Transportation Coordinator will designate the next nearest and safe location as a stop.

Snow/Inclement Weather Days

The school district will generally make a decision to either cancel school or shorten bus runs due to poor driving conditions by 6:30 am. Robo calls will go out to all families if buses are to be cancelled or start late. Please listen to local radio stations for news regarding bus transportation and/or school closures. If necessary please call the district office at 984-6414 for further information or the transportation office at 984-6424

General Rules of Conduct at School Bus Loading Zones

Students are required to be at their bus stop at least five minutes prior to the posted stop time. Bus stop times may change or vary depending on changes in the number of students riding the bus. Drivers will notify students and parents of changes. Students must wait in an orderly and safe fashion in all school bus loading zones. Students must be at least six feet back from the main traveled portion of the roadway and visible to the driver. Pushing, shoving or horseplay is not allowed at the bus stop. Student should be mindful of the bus stop location. Many are in driveways and on private property. Students are not allowed to throw rocks or other objects, play around, cause excessive noise, touch or tamper with private property or vehicles nearby. Once the bus arrives, students shall wait for the driver to come to a complete stop and the door of the bus to open before they begin to move forward to the bus. Students should board the bus one- at a time using the available handrails and move quickly to an open seat. If a student drops papers or other objects while boarding the bus he/she must tell the driver. Students must never go under or near the bus to retrieve papers and or other objects.

In the afternoon, students should wait at school according to the established pre-bus loading procedure at the school. Staff on duty at the bus loading area shall maintain order among students, keep the students well away from the locations where buses pull up and provide for the orderly release of the students to their buses. Staff must remain at the bus loading zone until all buses have departed. Upon approaching a bus stop student must remain seated until the bus comes to a complete stop, the brakes are set and the door is open before they stand up to exit the bus.

School Bus Danger Zones

The areas closest to the perimeter of the bus are called the danger zones. Students are directed to be no closer than ten feet to the bus, except when loading and unloading. The vast majority of school bus accidents and injury to students occur outside of the bus in this danger zone.

Bus Evacuations and Safety Instructions

At least once in each school year, all pupils will receive instruction on proper loading and unloading procedures including escorting by the driver, how to safely cross the street, highway, or private road, proper passenger conduct, bus evacuation and locations of emergency exits and emergency equipment and instruction on the use of passenger restraint systems. Prior to departure on any school activity trip, all pupils riding on a school bus or a chartered School Pupil Activity Bus (SPAB) shall receive safety instruction that includes, but is not limited to, location of emergency exits, and location and use of emergency equipment.

Red Light Crossings

K-8 grade students are escorted on red light crossings. Students in grades 9-12 may cross unescorted per the driver's directions. When a student needs to cross the road and the stop is designated as an escorted crossing, the driver sets the parking brake, secures the bus, checks traffic, turns on the red lights, shuts off the motor, takes the key, opens the door and exits the bus with a hand held stop sign to escort the student across the road. The student must follow all of the driver's directions and not cross the road until the driver verbally tells the student to proceed. This crossing maneuver is considered dangerous and students must be aware, alert and follow directions of the driver.

Determining if a Pupil Requires Escort

SECTION 22112 OF THE CALIFORNIA VEHICLE CODE

When a school bus is stopped on a highway or private road for the purpose of loading or unloading pupils, at a location where traffic is not controlled by a traffic officer or official traffic control signal, the school bus driver shall do all of the following:

(1) Escort all pupils in prekindergarten, kindergarten, or any of grades 1 to 8, inclusive, who need to cross the highway or private road upon which the school bus is stopped. The driver shall use an approved hand-held "STOP" sign while escorting all pupils.

(2) Require all pupils who need to cross the highway or private road upon which the school bus is stopped to walk in front of the bus as they cross.

(3) Ensure that all pupils who need to cross the highway or private road upon which the school bus is stopped have crossed safely, and that all other pupils and pedestrians are a safe distance from the school bus before setting the school bus in motion.

The driver, Transportation Coordinator, the Principal and information from the student's family shall determine if escort is required at a particular bus stop in compliance with section 22112. If information from the student is unclear, the driver may need to radio the school to verify an address. Every stop requiring an escort will be clearly marked on the driver's route sheet.

School Bus Rules

1. Bus riders should be on time at designated stops in order to keep the bus on schedule. Riders should be ready for the bus at least five (5) minutes early.
2. Students should stay off the road at all times while waiting for the bus and conduct themselves in a safe manner while waiting.
3. Bus riders are not permitted to move toward the bus at any loading zone until the bus has completely stopped and the door is opened.
4. The bus driver is in full charge of the bus and riders at all times.
5. While on the bus, riders must keep their hands and head inside the vehicle at all times.
6. Riders should assist in keeping the bus in a safe and sanitary condition.
7. Riders should remember that loud talking/laughter or unnecessary confusion diverts the driver's attention and may cause an accident.
8. Bus riders should never tamper with the bus or any of its equipment. Any damage to the bus should be reported to the driver as soon as it happens.
9. The aisles must be kept clear except when passengers are being loaded or unloaded.
10. Riders are requested to help look after the safety and comfort of smaller children.
11. Riders must not throw anything out of the bus windows.
12. Riders are not permitted to leave their seats while the bus is in motion.
13. Horse play is not permitted on or around the school bus.
14. Absolute quiet is required at railroad stops.
15. In case of emergency, riders will remain in their seats until they are instructed what to do.
16. The driver will not discharge riders at places other than designated school bus stops. Students riding to a stop other than their own must have a bus pass from the school office.
17. On school bus RED LIGHT stops, the driver shall escort both elementary and secondary students across the street.
18. The above rules shall also apply when students are on field trips. When students are off the bus while on a field trip, they shall be the responsibility of the teacher or chaperones.
19. Bus drivers will attempt to be proactive in managing student behavior.
20. Bus drivers will notify the transportation coordinator ASAP of all citations and potential problems.
21. A student who has lost their home to school riding privileges is not eligible to ride or participate in non-academic field trips.

Consequences for breaking the above rules:

A. **FIRST OFFENSE:** A conduct notice will be given to the student which must be signed by a parent and returned to the bus driver. The student's bus riding privileges will be suspended for one day.

B. **SECOND OFFENSE:** The student's bus riding privileges may be suspended for up to three days at the discretion of the bus driver, transportation coordinator and the site administrator.

C. **THIRD OFFENSE:** The student's bus riding privileges may be suspended for up to one (1) month. This penalty will be at the discretion of the transportation coordinator and site administrator.

Passenger Restraint Systems

Instruction on the use of passenger restraint systems, when a passenger restraint system is installed, shall include, but not be limited to, all of the following:

- *Proper fastening and release of the passenger restraint system.*
- *Acceptable placement of passenger restraint systems on pupils.*
- *Times at which the passenger restraint systems should be fastened and released.*
- *Acceptable placement of the passenger restraint systems when not in use.*

Child Check Procedures

Prior to exiting the school bus after each scheduled run or while on a field trip, the school bus driver will walk to the back of the bus and check for students that may have been left on the bus. The driver will then press the button that is located at the rear of the bus to turn off the Child Check System.

Field Trips

When planning a field trip the district has several options. Most commonly a school bus, a school van/automobile or parent owned vehicles are used. In some rare instances a School Pupil Activity Bus (SPAB) operated by a charter bus company may be used.

School Buses

School buses are the most highly regulated student transportation vehicles and school bus drivers are the most highly trained drivers in California. On any school field trip, whether on a bus or not, teachers shall have a roster of all students on the trip, emergency contact information for each child on the trip/activity, and must carry a supplemental first aid kit appropriate for the trip destination and activity intended. Teachers or coaches should plan all stops in conjunction with the transportation provider.

School Vehicles

If school vehicles are to be used, they must be consistent with the law, (they may not be designed to seat more than nine persons and they must have a properly licensed and insured driver. All passengers must wear seat belts while in the vehicle and must follow all school bus rules. Staff members must coordinate the use of school vehicles with the Transportation Coordinator and assure that all required paper work is filled out appropriately.

Parent Vehicles

The uses of parent vehicles for field trips shall strictly adhere to district policy. All parents shall show proof of appropriate insurance and licensing. In no case shall a vehicle be used that is

designed for more than eight passengers plus the driver. Parent vehicles must be inspected and approved by the Transportation Department prior to the field trip. Inspections are valid for 45 days.

SPAB Buses

School Pupil Activity Buses are operated by a Charter Party Carrier (for hire charter bus operator). SPAB buses need to have been certified by the CHP Motor Carrier Inspector within the past 13 months and must have a certificate on board that is signed and dated by the inspector. The driver must also have received special training and must have at least a Class B license and a Special Driver Certificate valid for driving a SPAB bus. When booking a SPAB bus these requirements must be specified. A school official shall inspect the bus certification and driver certification upon the bus's arrival at the school to pick up the group. SPAB's are only to be used in exceptional situations with the Superintendent's authorization.

Procedures for Ensuring that a Pupil is not left Unattended on a School Bus, School Pupil Activity Bus (SPAB), or Youth Bus.

~~Effective January 1, 2017, all bus drivers are required, at the end of each bus run, to walk to the back of the bus inspecting every seat to ensure that no passengers remain on the bus.~~

All buses will be equipped with a "child safety alert system," which is a device located at the interior rear of a vehicle that requires the driver to either manually contact or scan the device before exiting the vehicle, thereby prompting the driver to inspect the entirety of the interior of the vehicle before exiting prior to the beginning of the 2018/2019 school year.

Procedures and Standards for Designating an Adult Chaperone, other than the Driver, to Accompany Pupils on a SPAB.

For any school sponsored activity using a SPAB, the school district will be responsible for ensuring that an adult chaperone is accompanying students.

Bus Driver Training

During the last 12 months of the special driver certificate validity, the 10 hours of instruction shall also include the procedures to ensure that a pupil is not left unattended on a school bus, SPAB or youth bus.

Consequences for Bus Driver Gross Negligence

The superintendent must notify the DMV within five (5) calendar days after ordering and upholding disciplinary action against a driver who was found to have left the immediate vicinity of his or her assigned vehicle with an unsupervised pupil onboard in a manner that constitutes "gross negligence" (defined as the want of even scant care or an extreme departure from the ordinary standard of conduct.) Being reported will be grounds for the DMV to refuse to issue or to revoke a bus driver's certificate.

LAYTONVILLE UNIFIED SCHOOL DISTRICT

DRIVER'S REPORT

SCHOOL _____ DATE _____
NUMBER OF PASSENGERS _____ EXTRA EQUIPMENT _____
DESTINATION _____ DEPART FROM _____
DEPARTURE TIME _____ RETURN TIME _____
LIST ALL STOPS TO DESTINATION _____
LIST ALL STOPS FROM DESTINATION _____
TEACHER IN CHARGE _____ BUS NUMBER _____
REQUESTED BY _____ APPROVED BY _____

SAFETY INSTRUCTIONS

MUST BE GIVEN PRIOR TO DEPARTURE OF TRIP PER CA ED. CODE 39831.5

Prior to departure on a school activity trip, all pupils riding on a school bus or school pupil activity bus shall receive safety instruction that includes, but is not limited to, location of emergency exits, and location and use of emergency equipment

LAYTONVILLE UNIFIED SCHOOL DISTRICT BUS DRIVER _____
IS TO GIVE THE FOLLOWING INSTRUCTIONS:

- ☐ Location of Emergency Exits
- ☐ Method of evacuation if necessary
- ☐ Location of Fire Extinguisher
- ☐ Use of Extinguisher
- ☐ Location of First Aid Kit
- ☐ Use of First Aid Kit

I CERTIFY THAT I GAVE THE ABOVE SAFETY INSTRUCTIONS PRIOR TO DEPARTURE

DATE _____ TIME _____ SIGNATURE _____

BEGINNING MILEAGE _____ DEPARTURE TIME _____ AM/PM

ARRIVAL TIME AT DESTINATION _____ AM/PM

MILEAGE AT DESTINATION _____

DEPART DESTINATION TIME _____ AM/PM

RETURN TIME _____ AM/PM

ENDING MILEAGE _____ NUMBER OF PASSENGERS _____

COMMENTS _____

LUSD Driver's Daily Inspection Report

Driver's Name _____ Date _____ Bus
Number _____

✓ Good X Defective

1. Water, Oil and Fluid leaks	
2. Condition of belts and hoses	
3. All gauges, indicators and warning devices	
4. Required certificates	
5. Horns	
6. Driver's seat and seat belts	
7. All doors, door emergency release and windows	
8. All seats, handrails and modesty panels	
9. Interior and exterior lighting system	
10. All heating cooling and ventilating systems	
11. All glass and mirrors	
12. Windshield wipers and washers	
13. All required emergency equipment	
14. Tires (pressure and condition)	
15. Wheels (Lug nuts, grease seals, etc.)	
16. Exhaust System	
17. Other (unreported Body Damage, etc.)	
BRAKES	
18. Air Governor cut-in and Cut out pressure	
19. Static Air Pressure Loss	
20. Applied Brake Pressure Loss	
21. Low air pressure warning devices	
22. Emergency stopping systems	
23. Parking brake check	
24. Antiskid device (if equipped)	
25. Hydraulic assisted (if equipped)	
26. Power Brake Motor (Bus 36 and #7)	
27. Check Brake Pedal for Adjustment	
28. Two Way Radio	

Inspection Comments:

Driver's Signature _____ Date _____

Maintenance Comments: _____

Maintenance Signature _____ Date _____

LAYTONVILLE UNIFIED SCHOOL DISTRICT

Safety Inspection Check List

The following conditions must be met before Laytonville Unified School District will permit volunteer drivers to transport students:

Initial Re-inspection (Driver must sign bottom of form)

<u>Inspect.</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>		
_____	_____	_____	_____	Tires	_____
_____	_____	_____	_____	Windshield Wipers	_____
_____	_____	_____	_____	Lights/turn indicators	_____
_____	_____	_____	_____	Windshield, windows	_____
_____	_____	_____	_____	Brakes	_____
_____	_____	_____	_____	Heater/defroster	_____
_____	_____	_____	_____	Steering	_____
_____	_____	_____	_____	Registration/Proof of Ins.	_____
_____	_____	_____	_____	Safety belts, capacity	_____
_____	_____	_____	_____	General Condition	_____
_____	_____	_____	_____	First aid/emergency kit	_____

Initial inspection by: _____ Date: _____

This release is valid for the period of 45 days from the date of initial inspection provided the driver re-inspects vehicle prior to each student trip.

I will obey all posted speed limits.

I will allow for sufficient space between my car and any vehicle in front of me.

I will follow any lead car in "caravan style" when more than one car is involved in a trip.

I affirm that I have not consumed alcohol and/or other medications/substances (prescription or otherwise per DMV/State regulations or Manufacturer/Physician recommendations) which may impair my ability to operate a motor vehicle in the last 8 hours. I further affirm that I will not consume any alcohol and/or other medication/substances (prescription or otherwise per DMV/State regulations or Manufacturer/Physician recommendations) for the duration of this trip until after I have returned my students/athletes to the school.

I have read the above rules and will abide by them.

Signature

Date

I attest to the fact that I have been cited for the following accidents or traffic violations in the last three (3) years. (Please list)

_____ None OR

Re-inspection certification:

I hereby certify that the vehicle described above is in the same condition as when it was inspected.

Signature

Date

Transportation Rules for Athletic and/or other Field Trips

It is the responsibility of the Athletic Director (for Athletics) or the Teacher (for field trips) to submit bus requests for away games/field trips and to facilitate arranging of other transportation i.e. private cars or school vehicles when necessary. The athletic director or teacher needs to continually communicate with the Transportation Director in order to ensure that proper arrangements have been made.

Bus Travel

Team members are required to travel to and from all contests on District provided transportation. The coach(es) or teacher(s) are responsible for the conduct and behavior of students while the bus is off the Laytonville campus. Team members and others under authority will be excused from bus travel on return trips in the following manner:

- (a) Written permission presented to the coach or teacher and signed by the Principal for each incidence.
- (b) By request of physically present parent or legal guardian.
- (c) Confined in hospital or medical facility.
- (d) Detained by law enforcement officer.

There are no other defensible exceptions.

In the case of a bus accident or disaster, keep students under your authority in a group. Prepare a list of students' names and locations (addresses) so parents and school can be contacted. Team or classroom first aid kits are to be carried inside the bus to augment the bus first aid kit.

Policies and Procedures for Away Game/Field Trip Student Transportation by Private Vehicles

1. All cars transporting students must travel in a caravan. The Head Coach/Teacher will travel in the rear car and the J.V. Coach or designated parent driver in the lead car.
2. Cars will have no more passengers than can safely be seated. This number cannot exceed the number of functioning seat belts.
3. Drivers will follow all rules of the road and will not exceed the posted speed limit.
4. Drivers are responsible for the students assigned to their car.
5. Drivers will take and record a careful roll before departing the district and before returning to the district.

6. Students will not be released to the custody of any other person nor ride in any other car without the knowledge and consent of the Head Coach or Teacher. (The Head Coach or Teacher may release a student to their legal guardian when the legal guardian is present and requests the release. In all other cases, the Head Coach or Teacher must have permission from the Principal before releasing a student.
7. No students may be transported in a vehicle that is towing another vehicle/trailer.
8. Because volunteer drivers are legally volunteer employees of Laytonville Unified School District, they must meet the following minimum criteria:

All Volunteer Drivers:

- Must be at least 25 years of age.
- Must hold a valid California driver's license.
- Must sign a statement verifying no record of moving violations for the last 3 years.
- Must refrain from the ingestion of alcohol and/or other medication/substances (prescription or otherwise per DMV/State regulations or Manufacturer/Physician recommendations) which may impair their ability to operate a motor vehicle for a period of no less than 8 hours before departure and ending when all students under their supervision have been returned to their legal guardians or the Laytonville schools.
- Must carefully inspect the vehicle they will drive for safe operation on the day of the event.
- Must follow all laws and regulations with regards to the safe operation of an automobile.
- Must sign a statement of agreement to abide by the above policies.

All private vehicles used to transport students must meet the following criteria:

- Carry the following minimum insurance: \$10,000 each person and \$30,000 each occurrence for bodily injury and \$5000 each occurrence for property damage.
- Pass District vehicle inspection every 45 days.
- Pass the driver vehicle inspection on the day of departure.

Students riding in private vehicles must comply with the following regulations:

- Must follow the directives of the volunteer drivers while under their supervision.
- Must remain seated and constrained by a functioning seat belt at all times when the motor vehicle is in operation.
- Must remain with the driver/vehicle which they have been assigned to unless directed to do otherwise by their coach or teacher.

Bus and Behavior Rules for Athletic and Field Trips

Coaches or Teachers are required to review these rules before the trip with all students.

1. Cooperate with bus drivers, supervise conduct of all students on bus and check bus after all students have left. The coach or teacher is to ride with students on all bus trips unless prior arrangements have been cleared with the Principal or his designee.
2. Riders are not permitted to leave their seats while the bus is in motion unless given permission by coach, teacher or chaperone.
3. While on the bus, riders must keep hands and head inside the vehicle at all times.
4. The aisles must be kept clear except when passengers are being loaded or unloaded.
5. Riders must not throw anything.
6. Absolute quiet is required at all railroad stops.
7. No glass containers will be allowed on the bus and riders are responsible for keeping the bus clean at all times.
8. Riders must face forward in their seats to avoid serious injury.
9. Loud talking and laughter or unnecessary confusion diverts the driver's attention and may cause an accident. Volume allowed for stereos is controlled by the driver.
10. At away games, athletes will not leave gym or playing area without the coach's or chaperone's permission.
11. Athletes will not leave the gym or playing area without a chaperone or coach.
12. When stopping to eat, students will leave the restaurant as clean as when they entered.
13. Students will be expected to follow the instruction of all coaches, teachers or chaperones accompanying the students, not just their own coach or teacher.
14. All students must ride on the bus unless special permission is granted ahead of time and approved by the administration. The only exception is returning home. A parent may request to take their child home if they contact the coach personally.
15. Student appearance and conduct reflects directly on the Student Body of Laytonville Unified School District. Others judge all of us on the impressions we leave so please act accordingly. Anytime a student has a question about something they are doing please have them check with the coach, teacher or chaperone.

PRIVATE DRIVER APPLICATION (Volunteers Driving Personal Vehicle)

A. PERSONAL USE DRIVER INSTRUCTIONS

Drivers and private vehicles being operated for Laytonville Unified School District purposes must meet or exceed the following guidelines:

1. All drivers must be approved by the school or site administrator.
2. The driver must be at least age 21 to drive for business purposes and age 25 if transporting students, possessing a valid California driver's license, and have been continuously licensed for a minimum of 3 years.
3. Driver must be free of any medical condition that may affect his/her ability to operate a vehicle.
4. No alcohol or drugs will be consumed prior to, or while operating the vehicle.
5. The vehicle will be in excellent condition and repair.
6. The number of passengers shall not exceed the capacity for which the vehicle was designed.
7. No one may transport more than nine passengers plus the driver in any vehicle.
8. All occupants must wear seat belts whenever the vehicle is in motion.
9. All students who are less than 8 years of age or under 4'9" tall must be properly secured in a rear seat, in a child passenger restraint system, meeting applicable federal motor vehicle safety standards.
10. The use of cell phones, walkmans, pagers or other electronic devices while driving is prohibited.
11. Smoking a pipe, cigar or cigarette/electronic cigarette in the vehicle is prohibited.
12. The driver accepts the added responsibility that comes from carrying extra individuals and, therefore, will be conscientious in obeying all driving rules and regulations in accordance with federal, state and local laws. The California Supreme Court has eliminated the protection of the former California Guest Law; therefore, a guest passenger may sue his/her host owner/driver.
13. The driver must provide a MVR (Motor Vehicle Report / Driver Record) dated within 30 days of this application and have an acceptable driving record as determined by the Laytonville Unified School District policy. The Laytonville Unified School District reserves the right to require a current H6 Motor Vehicle Report (10 year MVR) and/or accident reports for determination of driver eligibility.
14. Driver must have an automobile liability insurance policy and assume all responsibility for all physical damage to the vehicle. When driving a personal vehicle while on Laytonville Unified School District business and involved in an accident, by law your liability insurance policy is used first. The Laytonville Unified School District liability policy would be used only after your policy limits have been exceeded. **Minimum liability limits of insurance required are:**

Bodily Injury	<u>\$100,000 each person; \$300,000 each occurrence</u>
Property Damage	<u>\$ 50,000 each occurrence</u>
Or	
Combined Single Limit	<u>\$300,000 each occurrence</u>

15. If the above conditions change and/or cannot be met, I will no longer participate as a driver until the requirements can be met.

B. DRIVER INFORMATION

Driver Name _____
 Date of Birth _____
 Address _____
 License # _____
 Expiration Date _____
 Home Phone _____
 Cell Phone _____

C. VEHICLE INFORMATION

Make & Model _____
 Vehicle Year _____
 Registered Owner Name _____
 License Plate No. _____
 Number of Seatbelts _____
 Registration Expiration Date _____
 Number of Booster/Child Restraint Seats, if applicable _____

INSURANCE FOR VEHICLE LISTED ABOVE

Insurance Company _____
 Policy No.: _____
 Expiration Date of Policy _____
 Bodily Injury Limit \$ _____ each person and \$ _____
 each occurrence
 Property Damage Limit \$ _____ each occurrence
 ~OR~
 Bodily Injury and Property Damage Liability, Combined Single Limit
 \$ _____ each occurrence

D. DRIVING RECORD

1. Have you had a valid California Driver's License during the past 3 years? ___ Yes ___ No
2. Age when first licensed? _____
3. Based on the Driving Record Table below, does your driving record meet the criteria of an "**Acceptable Driver**"? ___ Yes ___ No

Minor Violations (within past 3 Years) include any moving violation that is not a major/serious violation as shown in this Table. *(Examples of minor violations include, but are not limited to speeding, failure to yield, illegal passing, stop sign/light violation, improper turn, following too close, any other moving violation where DMV points are assessed).*

Number of Minor Violations Within Last 3 Years	Number of At-Fault Accidents Within Last 3 Years			
	0	1	2	3 or more
0	Acceptable	Acceptable	Borderline	Unacceptable
1	Acceptable	Acceptable	Borderline	Unacceptable
2	Acceptable	Borderline	Unacceptable	Unacceptable
3 or more	Unacceptable	Unacceptable	Unacceptable	Unacceptable
License Suspension or Revocation (within past 3 Years)				Unacceptable
Major/Serious Violations (within past 5 Years) <ul style="list-style-type: none"> • Failure to stop in the event of an accident (Hit and Run) • Driving under the influence of alcohol or drugs or with open container • Refusing to take a substance/chemical test • More than one dismissal of a conviction relating to controlled substances • Reckless/Careless Driving • Homicide or Manslaughter or using vehicle in connection with a felony • Evading a Peace Officer or resisting arrest • Driving the wrong way or in the incorrect lane on a divided highway • Driving in excess of 100 mph • Racing/Speed contests • Passing a stopped school bus 				Unacceptable

E. ATTACH

1. Copy of Drivers License
2. Copy of Current Auto Insurance Policy or Auto ID Card
3. MVR (Motor Vehicle Record / Driver Record) dated within past 30 days.
<https://www.dmv.ca.gov/portal/dmv/detail/online/dr>

F. DRIVER ACKNOWLEDGEMENT

I certify the above information is correct and agree to advise Laytonville Unified, in writing, of any changes in the above information. I have read and understand the Personal Use Driver Instructions.

Print Driver Name _____ Driver
Signature _____
Date _____

ACKNOWLEDGEMENT BY REGISTERED OWNER:

As the registered owner, I certify the above insurance information is correct. I understand I must have liability insurance coverage in force and agree to advise Laytonville Unified, in writing, of any changes in the above information. I further certify that to the best of my knowledge, the above vehicle is mechanically safe. If an accident occurs, my auto liability policy is primary and used first for losses or claims for damage. The Laytonville Unified does not cover, nor is it responsible for, comprehensive and collision (physical damage) coverage to my vehicle.

Print Registered Owner Name _____

Owner's or Authorized Representative Signature _____
Date _____

Authorized Driver's Name (if different from registered owner)

For District Use Only:

Approved Driver and Vehicle:

Date: _____

(Designated District Official)

