**Alternative Transportation – School Sponsored Trips or Activities**

The following Board Policy and Administrative Regulations apply to the transportation of students, employees and other individuals transporting students for field trips or other school related approved trips.

*(cf. 3312.2 – Educational Travel Program Contracts)*

*(cf. 3540 – Transportation)*

*(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. When alternative transportation is used, the following guidelines will be in effect.

School vehicles will be available for use by staff members, coaches or volunteers to transport students when the driver has been approved by the Superintendent or designee. This process includes but is not limited to enrollment in the California Employer Pull Notice Program.

Drivers must be 25 years or older.

Drivers must adhere to the vehicle code requirements of the vehicle they are driving including the use of all safety equipment including seatbelts and seating capacity. The seat immediately to the right of the driver shall be used last.

No driver will use a hand held device while operating any vehicle.

**Transportation by Private Vehicle**

*(cf. 1240 – Volunteer Assistance)*

The Superintendent or designee may authorize the transportation of students by private vehicle when the vehicle is driven by the student’s parent/guardian who possesses a valid California driver license or valid license from his/her state of residence. To be approved, a driver shall have a good driving record and possess at least the minimum insurance required by law. Any person providing transportation to district students in a private vehicle shall register with the district for these purposes.

***Parents/Guardians may only transport their own child. Prior approval must be obtained from the Superintendent or designee. School designee shall ensure that the parent/guardian has a copy of the permission slip for his/her student riding in his/her vehicle.***

Please see the following permission slip (attachment).

Transportation Department

**District Vehicle Safety Notification & Application to Drive a District Vehicle**

* Vehicles should be operated at a safe speed, which in some conditions may be less than the posted speed limit.
* Like any vehicle designed to carry very heavy loads, it must be driven differently from a passenger car. The extra weight can affect stopping distance and maneuverability. The high center of gravity and other features may reduce the ability to make abrupt maneuvers and may increase the risk of rollover compared to a passenger car.
* Safety belts must be worn by all occupants.
* Using a cell phone while driving is not permitted.
* Drivers must be well-rested, alert and maintain a safe speed for weather and road conditions.
* In the event of a flat tire of tread separation, gradually slow down the vehicle and avoid abrupt maneuvers.
* Emergency packets are in each vehicle.
* Driver License shall be in possession when operating a vehicle for Waterford Unified School District. A copy of the Driver License will be taken and kept on file at Waterford Unified Transportation Department.

**Driver Information**

|  |  |
| --- | --- |
| Driver Name: | Click here to enter text. |
| Address: | Click here to enter text. |
| Phone Number: | Click here to enter text. |
| Driver’s License Number: | Click here to enter text. |
| Driver’s License Expiration Date: | Click here to enter text. |

**I certify that I have received and will abide by the driver instructions provided by the district.**

|  |  |
| --- | --- |
| Driver’s Signature: |  |
| Date: | Click here to enter text. |
| Approved: |  |

**Parking Garage/Low Clearance Warning**

Be aware this vehicle could be as tall as 6’9”

Avoid parking garages and low clearance areas whenever possible