

<b>Bridges Charter School</b> 	<b>Board Policy-</b> <b>Transportation for School Related Trips</b>	
<b>Policy Number:</b> <b>BP 3541</b>	<b>Adopted:</b> <b>09/08/14</b>	<b>Revised:</b> <b>12/12/16</b> <b>10/15/18</b> <b>12/13/21</b>

Bridges School Board believes that all students should have the opportunity to learn from real world opportunities. Those opportunities will sometimes be presented in the form of off campus field trips.

### **Transportation by Bus**

Bridges may provide transportation for students, employees, and other individuals for field trips and other school-related trips approved according to Board policy.

The Director or designee shall determine the most appropriate and cost-effective mode of transportation for each approved trip after consulting with the requesting staff member.

When transportation (busing) is provided, students may be released from using provided transportation only with the advance written permission of their parents/guardians.

Any field trip originating from Bridges campus at 1335 Calle Bouganvilla, Thousand Oaks, CA, that will require over 45 miles of traveling will require busing, unless authorized by the Board. All other field trips can be coordinated with classroom volunteers.

### **Transportation by Private Vehicle**

The Director or designee may authorize the transportation of students by private vehicle when the vehicle is driven by an adult age 21 or older who possesses a valid California driver's license or, if he/she is a nonresident on active military duty in California, possesses a valid license from his/her state of residence. To be approved, a driver shall complete the driver application, have a good driving record verified by providing a driving record from the DMV and possess the minimum insurance required.

For employees or volunteers who drive their personal vehicles for student

transportation or charter school business purposes, BRIDGES CHARTER SCHOOL requires that the employee or volunteer carry insurance amounts and coverage:

Minimum Limits Required to drive your own child only:

\$50,000 Bodily Injury per occurrence/\$100,000 per accident/\$50,000 Property Damage per occurrence

Minimum Limits Required to drive others:

\$100,000 Bodily Injury per occurrence/\$300,000 per accident/\$50,000 Property Damage per occurrence

All student passengers shall submit permission slips signed by their parents/guardians. Teachers shall ensure that each driver has a copy of the permission slip for each student riding in his/her vehicle.

The number of passengers, including the driver, shall not exceed the capacity for which the vehicle was designed. Motor trucks may not transport more persons than can safely sit in the passenger compartment. The driver shall ensure that the manufacturer's recommendations for his/her vehicle are followed regarding the seating of children in seats equipped with airbags.

The driver or any other person shall not smoke or have in his/her immediate possession a lighted pipe, cigar, or cigarette containing tobacco or any other plant when there is a minor in the motor vehicle, whether the motor vehicle is in motion or at rest. (Health and Safety Code 118948)

### **Trips Involving Watercraft**

Any travel involving watercraft must be board approved a minimum of 30 days prior to the trip.

1. Verification that the vessel has a current Coast Guard Certificate is required. This Certificate must be available for public inspection and should be in a protected (glass) enclosure. Some of the specific (and important) information on the Certificate should include:
  - Area that the vessel is Certified to operate in
  - Maximum capacity (i.e. Number of People)
  - Specify the number and types of crew required to be on board
  - Specify the number (and type) of life jackets that must be available
2. Verification that the Captain of the Vessel has a current, valid license for the type and size of boat being used is required.
3. A Certificate of Insurance naming the district as an additional insured and

verification that the Certificate is valid (i.e. issued by an authorized representative) must be obtained.

4. Emergency procedures and drills are to be reviewed by boat personnel with the Field Trip Adults and participants.
5. The ratio of adult chaperones to students shall be at least one adult to each five children. Adult chaperones must be assigned to specific children.
6. Verification is required that there are an adequate number of life jackets available for both adults and children.

### **Air transportation**

Any travel involving air transportation must be board approved a minimum of 30 days prior to the trip.

Commercial airlines are often used when travelling long distances. Any air travel other than by commercial airline should be approved by the Board of Directors. Remember that air travel is traditionally excluded from school district insurance coverage. The flyer may want to purchase additional insurance.

### **Other means of transportation**

1. City bus - Requires closer student supervision and designated money handling procedures
2. Train – Railroad liability would be carried by the railroad and not a part of school insurance coverage
3. Rollerblading, skateboarding or bicycling – Ensure students are trained and properly equipped. Participants must wear safety helmets. When bicycling, have a plan in case bicycles break down and can no longer be ridden. Ensure adequate supervision of all students

### **Passenger Restraint Systems**

All drivers shall wear safety belts in accordance with law. In addition, drivers shall ensure that:

(Vehicle Code 27315, 27360, 27360.5, 27363)

1. A child who is under age 8 years shall be properly secured in a rear seat in an appropriate child passenger restraint system meeting federal safety standards, except under any of the following circumstances: (Vehicle Code 27360, 27363)

- The child is four feet nine inches or taller, in which a safety belt may be used.
  - Use of a child passenger restraint system would be impractical by reason of physical unfitness, medical condition, or size and an appropriate special needs child passenger restraint system is not available.
  - There is no rear seat, the rear seats are side-facing jump seats or rear facing seats, the child passenger restraint system cannot be installed properly in the rear seat, all rear seats are already occupied by children under age 8 years, or medical reasons necessitate that the child not ride in the rear seat.
2. All other children are properly secured in either a child passenger restraint system or safety belt.
  3. All other passengers wear seat belts

Legal Reference:

EDUCATION CODE

35330 Excursions and field trips

35332 Transportation by air

39830 School bus

39830.1 School pupil activity bus

39860 Transportation to special activities by district

44808 Liability when students not on school property