

AR 3541.1 School-Related Trips

TRAVEL GUIDELINES

When driving on a school-sponsored trip the following guidelines will be followed:

If the projected arrival time will be after 12:00 midnight, the vehicle occupants will stay overnight unless the principal, designee or the superintendent grants a specific extension in advance. It is the driver's responsibility to make sure he/she has contact telephone information before beginning travel.

DRIVER QUALIFICATIONS

Drivers of district vehicles and anyone transporting students for school-related trips will be appropriately licensed and qualified as follows (*Note: Drivers who fail to meet these standards will not be used*):

Each driver must have a current driver license that meets all State of Alaska requirements and has the appropriate endorsement(s) for the vehicle the driver is driving.

Anyone operating a district vehicle or transporting students in a district or private vehicle on a school-related trip will receive Vehicle Driver Safety Awareness Training at least once every two years. Individuals must have vehicle driver training before transporting students. The district will provide training.

Drivers must have a satisfactory background check of their license to ensure their license is current and they meet the District's acceptable driver requirements. The Superintendent or designee will ensure background checks are completed.

Acceptable Driver Requirements

To qualify as an acceptable driver, a driver must NOT be:

1. A driver with any one of the listed *Serious Violations* committed in the last 3 (three) years.
2. A driver with more than two *Serious Violations* committed between three and eight years ago.
3. A driver with any combination of accidents (regardless of fault) and other moving violations, which total three during the previous three years. Any driver with a combination of two during this time period will be considered marginal – See *Monitoring Drivers*.
4. A driver with an international or foreign driver's license.
5. A driver who has held a drivers license less than (3) years, regardless of age.

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6. Any driver who is not licensed in the state where they reside within 90 days is an unacceptable driver. State of Alaska law requires resident drivers to become licensed within 90 days of their move to the state.
7. A driver who is less than 21 years of age.

Serious Violations:

1. DWUI/DWI – Drugs or Alcohol
2. Hit and run
3. Failure to report an accident
4. Negligent homicide using a motor vehicle
5. Driving while license is suspended or revoked
6. Using a motor vehicle for the commission of a felony
7. Operating a motor vehicle for the commission of a felony
8. Permitting an unlicensed person to drive
9. Reckless Driving
10. Speed Contest
11. Illegal passing of a school bus
12. Other violations considered serious by state law
13. Careless driving
14. Failure to obey traffic control signs in school zones, playgrounds, crosswalks, or parks
15. Failure to yield to emergency vehicles
16. Negligent driving
17. Fleeing or attempting to flee a police officer

Monitoring Drivers

Unacceptable drivers should not be allowed to drive for one year or until the motor vehicle record (MVR) reflects marginal status. If an exception needs to be made for an unacceptable driver, it should be subject to:

1. His/her MVR will be checked every six months for at least two years to verify that there are no new convictions and/or accidents.
2. If there are any new incidents on the MVR during this two-year period, driving privileges will be suspended for at least one year (depending on conviction and accident frequency).

Students may be transported by relatives who do not meet the driver qualifications in this section only with the prior written approval of the parent(s) or guardian(s), and principal or designee.

DRIVER LIMITATIONS AND RESPONSIBILITIES

Drivers are expected to operate vehicles in a safe, responsible manner at all times. When circumstances occur that are not covered by district policy or administrative procedure, drivers are expected to use their best judgment and remember that student safety is paramount. If there is a conflict between student safety and district policy or

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administrative procedure, the driver's primary responsibility is to ensure all students are safe.

Each driver must perform a safety check of his/her assigned vehicle before commencing travel and as needed thereafter. This safety check includes inspection of tires, brakes, lights, steering, heater/defroster, and wipers to ensure that all are operating satisfactorily. On long trips, oil and coolant levels should be checked regularly.

Drivers will report any vehicle operation problems to the transportation supervisor.

The driver will wear a seat belt whenever operating a vehicle. The driver shall ensure every passenger has his/her seat belt on at the beginning of the trip and after every stop before commencing travel.

Headlights will be used whenever the vehicle is being operated.

Under no circumstance are any of the vehicles to be driven in excess of the posted speed limits or at a speed greater than conditions warrant.

District vehicles are to be used only for official school business, unless the Superintendent grants prior approval for personal use.