

AR 3541.1 SCHOOL-RELATED TRIPS (a) (First Read)

For safety reasons, the District prefers the use of school buses or other commercial carriers for student activity travel outside of the community, when possible. As a second option, District vans are available for student activity use. As a last option, rental vehicles may be used, as necessary.

The following rules shall apply to the use of vehicles to transport students for school activity travel:

1. The maximum number of passengers in any vehicle shall not be greater than the number of seatbelts that are in working condition in that vehicle, where equipped. Use of seatbelts is mandatory for all occupants. Vans not certified as meeting the Federal Motor Vehicle Safety Standards (FMVSS) for school buses shall not carry more than ~~eleven (11)~~ ten (10) occupants, including the driver at any time.
2. Vehicle use shall be approved and monitored through the District Activities Director.
3. Any proposed driver who is not a District employee or those contracted with the District must be approved through the Superintendent's office prior to driving any vehicle connected with student travel.
4. All drivers of vans specifically, whether District owned or rentals, must successfully complete a District approved van safety course before being authorized to drive. This online course is arranged by the District Office and must be completed annually.
5. A Motor Vehicle Record (MVR) must initially be provided prior to driving District-owned or -leased vehicles. Individuals with more than one driving/moving violation in the previous 12 months; more than two (2) violations in the past three (3) years; *or an alcohol or drug-related driving conviction, will not be eligible to drive District-owned or -leased vehicles.

*If the alcohol or drug-related driving conviction is more than five (5) years past, the Superintendent may, at their discretion, authorize the individual to drive after considering all relevant facts, including the current driving record.

District-approved drivers must notify the District's Activities Director of any subsequent moving citation or conviction, or any suspension, revocation, or cancellation of the driver's license.

An MVR must be provided every three years for employees of the District. Volunteer drivers may be asked to present an MVR more frequently.

6. Drivers representing the District must have possessed a valid driver's license for no less than eight (8) years and be at least 25 years of age. For this section, "license" does not include a learner's permit.
7. If a coach/activity sponsor has not possessed a valid driver's license for the required period of time, the District Activities Director may authorize for another driver's travel/lodging for the activity to be covered by the District.
8. At no time may a driver, or any passenger, possess or be under the influence of any level of alcohol, drugs, or tobacco products, including Electronic Nicotine Delivery Systems (ENDS), on a school related trip. A driver may not be under the influence of medication that may impair their ability to safely operate the vehicle.
9. Drivers are to thoroughly examine any rental vehicle or District-owned vehicle for existing damage prior to acceptance/departure.
10. Drivers must report any damage or incidents to the District Activities Director or appropriate Principal as soon as possible. Traffic accidents must be reported immediately.

AR 3541.1 RENTAL SCHOOL-RELATED TRIPS (b)

Authorizing or permitting another to drive a vehicle is prohibited:

This Administrative Regulation is for the purpose of ensuring that vehicles are only driven by those who have been approved to drive. No person or employee, including Administration, shall authorize or permit a District-owned or -rented vehicle to be driven by any other person who has not been authorized to do so under the procedures set forth above.

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