

**UCEN Board/Oasis Charter Public School
Salinas, California**

Policy Adopted: 9/24/24

**Section III Business
Article XXII Transportation**

Student transportation is a necessary service and an integral part of the overall educational program at Oasis Charter Public School (OCPS). The safe operation of vehicles used to transport students is a high priority at OCPS.

In order to best ensure student safety, it is necessary to establish a basis for determining safe operating standards for drivers. The following shall apply to all persons operating their own vehicles to transport students for any reason or for OCPS business:

Vehicle Requirements

Acceptable private-passenger vehicles used for transporting students must meet the following requirements:

- 1) The vehicle must not be designed, used, or maintained to carry more than 11 passengers (including the driver).
- 2) For 11 passenger vehicles, a commercial driver's license is required. Please note: Any vehicle with the capacity of 12 or more used to transport students is classified by regulatory authorities as a "school bus" and cannot be used to transport students unless it has been modified to meet all federal and state safety regulations of a school bus.
- 3) The vehicle must be in safe working condition (e.g. working seatbelts, brakes, wipers, horn, and lights).
- 4) As required by law, children who are under 8 years old OR who are not at least 4 feet 9 inches in height must be properly secured in a federally-approved child passenger restraint system.

Employee and Parent/Guardian Driver Requirements:

- 1) Driver must be at least 24 years of age and have the following on file with the school:
 - a) Driver application
 - b) Live Scan background check
 - c) TB Risk Assessment
 - d) Valid CA driving license (driving with a provisional license is not allowed)
 - e) Vehicle registration
 - f) Additional requirement for Parent/Guardian Drivers: signed volunteer handbook and injury waiver

Insurance Requirements

Driver must carry and provide evidence of the following auto insurance coverage and amounts:

- 1) Automobile Liability - \$100,000 per person; \$300,000 per occurrence
- 2) Property Damage - \$50,000 per occurrence

If the driver of a personal automobile for approved OCPS purposes is involved in an accident, by law their liability insurance policy is used first (California Vehicle Code section 17150). OCPS's liability policy would be used only after their policy limits have been exceeded.

OCPS does not cover, nor is it responsible for, comprehensive and collision coverage to personal vehicles.

OCPS's insurance does not cover damage to personal vehicles.

Driving Record Requirements

All drivers must obtain and provide a copy of their current Motor Vehicle Record (MVR) at least annually for review. It is available online on the California Department of Motor Vehicles website and costs \$2.00 online or \$5.00 in person from the DMV.

<https://www.dmv.ca.gov/portal/customer-service/request-vehicle-or-driver-records/online-driver-record-request/>

Suspension Status/Not Permitted: Any employee or volunteer who has an MVR with the following violations may not be permitted to transport students or operate any vehicle on OCPS business:

- 1) Two (2) or more At-Fault accidents;
- 2) Any Arrest or Conviction of a Felony within 10 years
- 3) Any arrest or conviction, including but not limited to, driving under the influence of alcohol or any drug that impairs the driver's ability to safely operate a motor vehicle or distracted driving violations resulting in Bodily Injury or Property Damage;
- 4) Suspension or Revocation of Driver's License;
- 5) An accumulated three (3) or more points over a period of three (3) years as determined by the Department of Motor Vehicles.

Seatbelts are an essential element of our driver safety policy/procedures. To emphasize seatbelt awareness, one (1) seatbelt violation while on OCPS business will equate to one (1) seatbelt violation while on OCPS business will equate to one (1) moving violation.

Additional Requirements

When using private vehicle(s) for field trips or excursions, the following requirements shall apply:

1. The school shall take reasonable precautions to ensure that individuals volunteering to transport students that the vehicle appears to be in good operating order. Vehicles will be inspected by an employee prior to departure to ensure that the vehicle is in a safe and clean operating condition (for example, there is nothing that obstructs the driver's vision; there is nothing which may cause injury in the event of an accident).
2. In the event a student is seriously injured during the field trip, either being transported to and from or at the location, where an emergency call (911) may be necessary for the wellbeing of the student, the parent/guardian shall be immediately contacted prior to being transported to provide consent for such action.
3. Volunteer drivers must obtain and provide a copy of their current Motor Vehicle Record (MVR) at least annually for review. It is available online on the California Department of Motor Vehicles website and costs \$2.00 online or \$5.00 in person from the DMV.
<https://www.dmv.ca.gov/portal/customer-service/request-vehicle-or-driver-records/online-driver-record-request/>
4. At least two adults are required when transporting a single student unless the adult is the custodial parent/guardian of the student. At least two students are required if transported by a single adult.
5. A vehicle shall not be used to transport more persons than the number of seat belts for which it was designed.
6. All child safety laws (for example, booster seats and sitting in the back seat) must be followed. <https://www.chp.ca.gov/programs-services/programs/child-safety-seats>
7. Any additional stops on a field trip must be approved in advance. If there are approved stops, students must be supervised during this time. No non-approved stops should be made.
8. Drivers are required to obey all laws regarding electronic wireless communication, including, but not limited to, telephone calls, writing, sending or reading text messages, instant messages and email messages.
9. No smoking while driving.
10. Drivers suspected of being under the influence of drugs or alcohol will not be permitted to drive.

11. Drivers may not carry non-school personnel, non-students, or other “guests” as passengers.
12. Every driver shall be familiar with and observe all State of California Vehicle Codes, and local traffic rules and ordinances, including traffic control signs, posted speed limits, parking restrictions, and other applicable rules and regulations governing vehicle operation.
13. Drivers who are driving their personal automobile for approved school purposes will be responsible for any costs associated with moving violations and parking violations incurred during such driving.
14. Parents and guardians are required to sign a permission slip/waiver that explains how transportation will be provided for each trip before their student may ride in a private passenger vehicle.