

(SAMPLE)
INSTRUCTIONS TO DRIVERS OF PRIVATE VEHICLES
TRANSPORTATION FOR FIELD TRIPS AND TO SCHOOL EVENTS
(Reference Procedure 4585)

Instructions for parents/guardians and students who use their cars or other vehicles to transport other students on field trips or to and from school events:

1. *Make sure that you have a valid driver's license.*
2. *Check the safety of the vehicle:* tires, brakes, lights, horn, suspension, etc. A safety check of the type conducted by California Highway Patrol is recommended. Also, the School Safety Division of San Diego Police Department can be of assistance.
3. *Check the adequacy of your liability insurance.* You are liable in the event of illness, accident, injury, or death resulting from such use of your vehicle. State law states that "all persons making any field trip or excursion shall be deemed to have waived all claims against the district (its employees) or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion." (Education Code Section 35330)
4. *Carry only the number of passengers for which your vehicle was designed.* The number of occupants in a sedan, passenger vehicle, station wagon, or van, including driver, may not exceed ten (Education Code Section 39830). Each passenger is required to use a safety belt (Vehicle Code Section 27315).
5. *Number of occupants in a pickup or motortruck may not exceed more persons than can safely sit in the passenger compartment.* Motor homes may not be used to transport students. Students are expressly forbidden to ride in the cargo area of pickups or motortrucks whether or not these areas are enclosed by camper shells or other protective covering. (Education Code Section 39830)
6. *Travel caravan style if more than one vehicle is used for the trip.*