



**North Coast Schools'
Insurance Group**

DRIVER'S GUIDE

Private Vehicles Used for Schools



Private vehicles being operated for field trips (transporting students other than their own children) must meet the following guidelines:

- The driver must:
 1. Be at least 21 years of age
 2. Possess a valid California driver's license
 3. Possess auto insurance as required by the State of California — check your district's policy requirements
- The vehicle may not be designed to transport more than ten (10) persons; otherwise, the vehicle must be a school bus or student pupil activity bus as defined in the vehicle code.
- In no case shall the number of passenger, including driver, exceed the number of available seat belts.
- Prior to the trip, the district must approve all drivers.
- Check with your district regarding their vehicle inspection requirements.
- An appropriate "Field Trip Driver" form must be completed and on file before a trip is taken. (JPA-14 or District Equivalent).
- The use of personal cars where hazardous road condition have been declared by California Highway Patrol, or other city, county, state or federal agencies authorized to monitor road conditions, is prohibited.
- Prior to departure, the driver shall be instructed as follows:
 1. Follow the most direct route.
 2. Avoid unnecessary stops.
 3. Do not carry non-district personnel, non-students or other "guests" as passengers.
- Vehicle Code 27360 - All children under age 8 must be properly buckled into a safety seat or booster seat in the back seat. Exceptions: A child who weighs more than 40 pounds and is riding in a car without lap and shoulder belts in the back seat may wear just a lap belt. A child under age 8 who is at least 4'9" may wear a safety belt if it fits properly. Children under age 8 may ride in the front if there is no forward-facing rear seat in the vehicle, the child restraint cannot be properly installed in rear seat, all rear seats are occupied by other children age 7 or under, or for medical reasons. A child in a rear-facing safety seat may not ride in the front if there is an active passenger air bag.
- Check that the teacher has the completed student field trip forms.

As the driver, I understand:

- If I drive my personal vehicle while on school business and I am involved in an accident, by law my own insurance policy is used first. The District liability policy would be used only after my liability policy for my vehicle has been exceeded.
- The District does not insure, nor is it liable for comprehensive and collision coverage.