

FOR YOUR INFORMATION

LOS ANGELES UNIFIED SCHOOL DISTRICT  
Office of the Superintendent

DISTRIBUTION: All School and Offices

ROUTING  
Administrators  
School Staff

SUBJECT: GUIDELINES FOR USE OF PRIVATELY OWNED  
VEHICLES ON AUTHORIZED SCHOOL DISTRICT  
BUSINESS BULLETIN NO. C-37 (REV.)

DATE: June 28, 1996

DIVISION: Business Services

APPROVED: DAVID W. KOCH, Business Manager *DWK*

For further information, please call Millie Miyazaki, Contracts Supervisor, Contract and Insurance Services Branch, at (213) 633-8474.

This revision replaces the bulletin of the same number issued on April 23, 1979. The content has been revised to reflect current legal requirements and District policy. Required waiver and insurance certification forms are attached and may be reproduced as needed.

I. INTRODUCTION

It should be remembered that the safest way to transport students is via District buses. However, in some situations the only practical means of providing transportation may be through the use of private vehicles. In such cases, as well as when school district business must be carried out through the use of non-District vehicles, the following guidelines should be adhered to by the site administrator.

II. FIELD TRIPS

Field trips must be scheduled and approved in accordance with the Handbook for School Journeys/Field Trips, issued on August 7, 1995 by the Division of Instruction. This bulletin should replace the bulletin of the same number included as pages 129-131 of that handbook.

III. GENERAL SAFETY PRECAUTIONS FOR USE OF PRIVATE VEHICLES

- A. All drivers must have valid California drivers' licenses.
- B. Drivers must not transport more persons than the vehicle was originally designed to carry safely or than the vehicle has seat belts. In no case shall a total of more than ten persons, including the driver, be passengers in a vehicle used for student transport other than in a legal school bus.
- C. Drivers and passengers must all wear seat belts.

- D. Under no circumstances may students be transported in trailers or the cargo space of trucks or vans, including the cargo space of open pick-up trucks.
- E. The administrator should not authorize the use of a vehicle which, for any reason, he or she may believe to be unsafe.
- F. The administrator should not authorize any person to transport students if there is any indication that the person may have an unsafe driving record.

#### IV. SPECIAL PROVISION REGARDING EMPLOYEES

- A. District employees may not use private vehicles on school district business unless specifically authorized to do so in advance by the site administrator, division or branch head.
- B. Employees who are required or authorized by the site administrator to use their private vehicles for student transportation or on other District business are covered by the District's liability insurance program, and will be indemnified and defended by the District in case of accidents which occur while so engaged.
- C. Employees required or authorized to drive private vehicles for student transportation or on other District business are also covered by Workers' Compensation in case of injury to themselves while engaged in carrying out the authorized business.
- D. No collision or comprehensive coverage is provided for employees' private vehicles.

#### V. SPECIAL PROVISIONS REGARDING TRANSPORTATION BY PARENTS AND/OR STUDENTS

The use of private automobiles driven by parents and/or students is not recommended. However, should the site administrator determine that such drivers are the only practical means of providing transportation, the following guidelines apply, in addition to the general safety precautions listed under Section III. above.

- A. The District does not assume any liability for the operation of vehicles by parents or students. The Transportation Waiver form (LS1, Attachment A) is to be completed by a parent or guardian for each student riding in a private vehicle driven by a parent or student.
- B. All parent and student drivers must complete the Private Automobile Driver's Liability Insurance Certification form (LS2, Attachment B) If the student driver is under 18 years of age, the Parent Authorization for Student to Drive a Private Vehicle in Connection with a School Activity form (LS3, Attachment C) is used in lieu of form LS2.
- C. No insurance coverage is provided by the District for parent and/or student drivers.

## **FIELD TRIPS**

### Students Transported in Private Vehicles

If a school has a field trip where parents or other non employees drive students in private vehicles the school must obtain:

### WAIVERS

- A. a signed Transportation Waiver Form from the parent of each student (see Bulletin 37, Attachment A)
- B. a completed and signed Private Automobile Driver's Liability Insurance Certification form for each driver (see Bulletin 37, Attachment B)

### COVERAGE

Blanket One-Day Field Trip Insurance will cover the students while they are at the field trips destination only. It does not cover the students while they are being transported to and from the field trip location. There is no District provided coverage on the driver, the vehicle or the the student passengers. The coverage for the driver and the student passengers must be obtained by the driver and certified to on the Private Automobile Driver's Insurance Certification.

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ATTACHMENT A

TRANSPORTATION WAIVER FORM

Permission is granted for \_\_\_\_\_

as a part of his class work in (course) \_\_\_\_\_

or other student activity \_\_\_\_\_  
(indicate type of activity)

at \_\_\_\_\_ School to participate in the following school-sponsored  
field trip or excursion: \_\_\_\_\_

on the date of: \_\_\_\_\_

Since no school district transportation is provided, I further authorize my child to use the following  
mode of transportation to participate in the above event:

Ride in private vehicle driven by a non-student       Check if authorized  
 Under 18       Over 18

Ride in private vehicle driven by a student       Check if authorized  
 Under 18       Over 18

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In so doing, I hereby expressly waive and release any and all rights or claims of any nature  
whatsoever I may have against the Los Angeles Unified School District, the Board of Education of  
Los Angeles Unified School District, and its members and employees, arising out of, in connection  
with, or resulting from the above school activity.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Signature of Guardian or other person (If signed by  
Guardian or other person, explain on reverse side how  
custody was acquired.)

DISTRITO ESCOLAR UNIFICADO DE LOS ANGELES

División De Servicios Administrativos

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ADJUNTO A

FORMA PARA RENUNCIA DERECHOS EN TRANSPORTACIÓN

Se otorga permiso a \_\_\_\_\_  
(Nombre del estudiante)

como parte de su trabajo de clase en \_\_\_\_\_  
(curso)

o cualquier otra actividad estudiantil \_\_\_\_\_  
(indique tipo de actividad)

en la escuela \_\_\_\_\_ para que participe en el siguiente viaje o  
excursi n escolar: \_\_\_\_\_

el día: \_\_\_\_\_

Ya que el distrito no proporciona transportaci n escolar, autorizo a mi hijo/a a que utilicé el  
siguiente medio de transporte para participar en el evento antes mencionado:

Viajar en un vehículo particular manejado por \_\_\_\_\_ Marque Si lo autoriza  
otra persona que no sea estudiante.

\_\_\_ Menor de 18 años    \_\_\_ Mayor de 18 años

Viajar en un vehículo particular manejado por \_\_\_\_\_ Marque Si lo autoriza  
un estudiante.

\_\_\_ Menor de 18 años    \_\_\_ Mayor de 18 años

Al hacerlo así, renuncio y desisto de todos los derechos o demandas de cualquier naturaleza que  
pudiera tener en contra del Distrito Escolar Unificado de Los Angeles, de la Junta De Educaci n  
del Distrito Escolar Unificado de Los Angeles, de sus miembros y empleados, como consecuencia  
o en conexi n con o como resultado de la actividad escolar antes mencionada.

\_\_\_\_\_  
Fecha

\_\_\_\_\_  
Firma del Estudiante

\_\_\_\_\_  
Firma del Padre

\_\_\_\_\_  
Firma de la Madre

\_\_\_\_\_  
Firma del Tutor u otra persona responsable (Se el  
tutor u otra persona responsable firma, explique  
en el reverso de esta forma, como obtuvo la  
custodia de este estudiante.)

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ATTACHMENT B

PRIVATE AUTOMOBILE DRIVER'S LIABILITY INSURANCE CERTIFICATION

I hereby certify that I have automobile liability insurance which covers the driver and all passengers in the automobile and I have ascertained that my policy will cover me and all passengers riding in the automobile in connection with the following school activity:

\_\_\_\_\_  
\_\_\_\_\_

My insurance company is: \_\_\_\_\_

My insurance agent is: \_\_\_\_\_ Telephone # \_\_\_\_\_

My driver's license number is: \_\_\_\_\_ Exp. date \_\_\_\_\_

\_\_\_\_\_  
Signature

Home Address: \_\_\_\_\_  
Street

\_\_\_\_\_  
Date

\_\_\_\_\_  
City

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ADJUNTO B

Certificación del Seguro de Responsabilidad del Chofer  
de un Automóvil Particular

Certifico que tengo seguro de responsabilidad de automovilista que cubre al chofer y a todos los pasajeros de un automóvil y me he cerciorado de que estoy cubierto por la póliza lo mismo que los pasajeros que viajan en el automóvil relacionado con la siguiente actividad escolar:

\_\_\_\_\_

\_\_\_\_\_

La compañía que me asegura es: \_\_\_\_\_

Mi agente de seguros es: \_\_\_\_\_ Teléfono \_\_\_\_\_

El numero de mi Licencia de Manejar es: \_\_\_\_\_

Día de Expiración: \_\_\_\_\_

\_\_\_\_\_  
Firma

Dirección del hogar: \_\_\_\_\_

\_\_\_\_\_  
Calle

\_\_\_\_\_  
Fecha

\_\_\_\_\_  
Ciudad

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ATTACHMENT C

PARENT AUTHORIZATION FOR STUDENT TO DRIVE A PRIVATE VEHICLE  
IN CONNECTION WITH A SCHOOL ACTIVITY

TO BE COMPLETED BY PARENT AND STUDENT DRIVER

To the Principal of \_\_\_\_\_ School:

\_\_\_\_\_ age \_\_\_\_\_, has my permission to drive his/her/our vehicle, and  
transport other students to \_\_\_\_\_ on (date)  
\_\_\_\_\_ (time) \_\_\_\_\_

The vehicle to be used is a (Make) \_\_\_\_\_  
(Body Style) \_\_\_\_\_ and has a capacity of \_\_\_\_\_ people.

Under no circumstances will pupils be transported in the cargo space of  
trucks or vans.

I have read and understand the foregoing and agree to waive the right to file any claim against the Los  
Angeles Unified School District. I certify that the above named driver has a valid California driver's  
license and that the vehicle designated is currently insured with liability meeting the State of California  
minimum required by law, (\$15,000/30,000).

My Insurance Company is \_\_\_\_\_

My Insurance Agent is \_\_\_\_\_ Telephone \_\_\_\_\_

Student's Driver License # \_\_\_\_\_ Exp. Date \_\_\_\_\_

\_\_\_\_\_  
Parent's Signature Date

\_\_\_\_\_  
Student's Signature Date



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ADJUNTO C

Junio 28, 1996

Autorización de los Padres para que un Estudiante maneje un Vehículo Particular con Relación a una Actividad Escolar

DEBERÁ LLENARSE POR EL PADRE O EL ESTUDIANTE QUE VA A MANEJAR

Al Director de la escuela \_\_\_\_\_

\_\_\_\_\_ de \_\_\_\_\_ años, tiene mi permiso para manejar su/nuestro vehículo y llevar a otros estudiantes a \_\_\_\_\_

\_\_\_\_\_ el (fecha) \_\_\_\_\_ (hora) \_\_\_\_\_

El vehículo que se usara es un (Marca) \_\_\_\_\_

(Tipo) \_\_\_\_\_. Tiene capacidad para \_\_\_\_\_ personas.

Bajo ninguna circunstancia se permitirá a los alumnos viajar en las plataformas de carga de camiones a vagonetas.

He leído e entendido lo anterior y acepto renunciar al derecho de meter cualquier demanda en contra del Distrito Escolar Unificado de Los Angeles. Certifico que el chofer antes mencionado tiene licencia válida de California para manejar y que el vehículo designado está debidamente asegurado cumpliendo con las obligaciones mínimas (\$15,000/30,000) requeridas por la ley del Estado del California.

La compañía que me asegura es: \_\_\_\_\_

Mi agente de seguros es: \_\_\_\_\_ Teléfono \_\_\_\_\_

El número de licencia del estudiante que va a manejar es: \_\_\_\_\_

Día de Expiración \_\_\_\_\_

\_\_\_\_\_  
Firma del Padre o Tutor

\_\_\_\_\_  
Fecha

\_\_\_\_\_  
Firma del Estudiante

\_\_\_\_\_  
Fecha