

DRIVERS INSTRUCTIONS:

When using your private vehicle to transport students on field trips or other school activity trips, please:

1. Be sure that you have registered with the school administration and completed all necessary forms including the Driver's Certification Statement, a copy of your valid driver's license, and current liability insurance of at least \$100,000/\$300,000 per occurrence and property damage of at least \$50,000.
2. Check the safety of your vehicle: tires, brakes, lights, horn, suspension, etc.
3. Carry only the number of passengers for which your vehicle was designed.
4. If the vehicle is a truck or pickup, occupants shall only be carried in the passenger compartments.
5. The number of passengers, including the driver, shall not exceed the capacity for which the vehicle was designed and should not in any case exceed ten. (Education Code 39830) More than nine passengers and the driver, a total of ten occupants, in a vehicle constitute a school bus.
6. Require each passenger to use a safety belt.
7. For safety and well being of all persons, when traveling by private transportation, travel in a convoy whenever possible.

In case of emergency, keep all the students together. Call 911 and the school administration.

SPECIAL INSTRUCTIONS: