



ROCKLIN ACADEMY FAMILY OF SCHOOLS

STUDENT TRANSPORTATION POLICY

Rocklin Academy Family of Schools, Core Value 3:

The future we want to create includes a community of leaders who have a collaborative relationship and establish a strong communication structure to inform and engage both internal and external stakeholders in setting and achieving district-wide student learning and achievement goals.

The safe operation of our motor vehicles is one of the highest priorities at Rocklin Academy Family of Schools (RAFOS).

Though it is not the intent of RAFOS to police operators of vehicles or to invade privacy of volunteers, it is necessary to establish a basis for determining safe operating standards for drivers. The following shall apply to all persons operating vehicles on behalf of the organization to transport students for any reason or for RAFOS business:

Volunteers

At the beginning of each year and/or prior to driving any students (other than their own children), Volunteers who wish to provide transportation for school events will provide a current Department of Motor Vehicle Driver Record available online at the DMV's Driver Record Request website <https://www.dmv.ca.gov/portal/dmv/detail/online/dr/welcome>.

Any volunteer whose record reveals the following may be disallowed from providing transportation on the fieldtrip if any of the following have occurred in the past 3-5 years to be evaluated on a case-by-case basis:

- Two (2) or more moving violations;
- At least one (1) at-fault accident and (1) moving violation;
- Two (2) or more at-fault accidents;
- Three (3) or more seat belt violations;

Additionally, drivers convicted of Major Citations may not be permitted to transport students for RAFOS events/business. For this policy, Major Citations includes, but is not limited to:

- Failure to stop for an accident;
- Homicide, manslaughter or assault arising out of the operation of a motor vehicle;
- Driving with a revoked or suspended license;
- Possession of an open container of alcohol in a vehicle;
- Speed contest
- Drag or highway racing

- Attempting to elude a police officer;
- Hit and run;
- Reckless driving;
- Driving under the influence of drugs or alcohol violation.

Automobile Insurance Coverage

Volunteers who drive their personal vehicles for student transportation are required to carry insurance amounts and coverages of the following:

Bodily Injury: \$50,000 per person; \$100,000 each occurrence
 Property Damage: \$50,000 per occurrence

In the event of an accident, the volunteer's insurance coverage acts as the primary insurance coverage for damages. Evidence of this insurance, in addition to the California Motor Vehicle Driver Record, must be kept on file and updated upon insurance and license renewals.

Drivers' Instructions for Rocklin Academy Family of Schools

1. You must possess a current, valid California driver's license.
2. You must be at least 24 years of age.
3. You must complete a Student Transportation Agreement (see below).
4. You must obtain and attach to the Student Transportation Agreement, a copy of your current California DMV Driver Record:
<https://www.dmv.ca.gov/portal/dmv/detail/online/dr/welcome> .
5. You must attach a copy of your automobile insurance policy's declarations page highlighting the required levels of coverage.
6. You will check the safety of your vehicle before each trip to ensure all is in working order, including tires, brakes, lights, horn, suspension, etc.
7. You understand and will follow the limitations established for safe transportation on long distance trips:
 - a. You will drive no longer than 10 hours at a given time;
 - b. You will have a break of at least 8 hours prior to continuing a trip;
 - c. At a minimum, you will take at least a 10 minute break from driving every four hours and ensure there is a meal period break by the start of the fifth hour of driving of at least 30 minutes.
8. You will carry only the number of passengers for which your vehicle was designed. In no case will you drive a vehicle with the **capacity** to carry more than 10 persons (the driver plus nine passengers). Vehicles that have a capacity to carry more than 10 occupants constitutes a school bus and requires a special license.
9. If your vehicle is a truck or pick-up, occupants shall only be carried in the passenger compartment.
10. You will require all occupants wear safety belts and use all appropriate safety equipment for the age group being transported (e.g. booster seats, car seats).
11. In the case of overnight/out-of-town fieldtrips in which both male and female students will be attending, there must be both male and female chaperones.

12. In case of an emergency, you will keep all of the students together, call 911, and then contact the school.
 - a. Rocklin Academy's Turnstone & Meyers: 916-632-6850
 - b. Rocklin Academy Gateway: 915-778-4550
 - c. Western Sierra Collegiate Academy: 916-778-4544

ROCKLIN ACADEMY FAMILY OF SCHOOLS

STUDENT TRANSPORTATION AGREEMENT

ROCKLIN ACADEMY FAMILY OF SCHOOLS' BOARD OF DIRECTORS AND ADMINISTRATION RECOGNIZES THE IMPORTANCE OF OUT-OF-CLASSROOM LEARNING EXPERIENCES. THEREFORE, CURRICULUM-ENHANCING, EDUCATIONAL STUDY/FIELD TRIPS ARE ENCOURAGED. SOMETIMES THE STUDENTS ARE TRANSPORTED TO THE OFF-CAMPUS LEARNING OPPORTUNITIES BY BUS, WHILE AT OTHER TIMES, PARENT/FAMILY VOLUNTEERS ARE ASKED TO ASSIST IN PROVIDING TRANSPORTATION. THOSE WILLING TO DRIVE THEIR OWN CAR AND TRANSPORT STUDENTS MUST ABIDE BY BOTH THE VOLUNTEER POLICY AND THE STUDENT TRANSPORTATION POLICY. **THIS FORM MUST BE COMPLETED ON AN ANNUAL BASIS.**

TO BE COMPLETED BY ADULT PROVIDING TRANSPORTATION TO STUDENTS

Driver #1 Name: _____
Last First Middle

Address: _____
Street City State Zip

Phone Number: _____ Driver's License #: _____ Exp. Date: _____
Cellular (Include area code)

Vehicle Information:

Make: _____ Model: _____ Year: _____ License Plate: _____ # of Seats: _____

Registration Exp.: _____

Parent/Guardian Volunteer

Other Volunteer _____

Name(s) of current Rocklin Academy Family of Schools student(s) and the teachers (Pack Time teacher for WSCA students):

STUDENT'S NAME

GRADE

TEACHER

STUDENT'S NAME	GRADE	TEACHER
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Driver's Statement

SECTION 35330 OF THE CALIFORNIA EDUCATION CODE STATES, IN PART: "ALL PERSONS MAKING THE FIELD TRIP SHALL BE DEEMED TO HAVE WAIVED ALL CLAIMS AGAINST THE DISTRICT, CHARTER SCHOOL, OR THE STATE OF CALIFORNIA FOR INJURY, ACCIDENT, ILLNESS, OR DEATH OCCURRING DURING OR BY REASON OF THE FIELD TRIP OR EXCURSION."

In addition to signing and understanding the Volunteer Policy and Agreement, I further understand that I must abide by all the Student Transportation Policy and all instructions contained, therein. This includes, but is not limited to obtaining and attaching a copy of my current DMV driver record and automobile insurance policy declarations page.

Signature

Date

TO BE COMPLETED BY SCHOOL STAFF

- DMV Driver Record
- Automobile Insurance Policy Declarations Page