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Transportation of Students by Private Vehicle

Authority and Conditions for Transport

The information contained in this booklet will assist you in making decisions regarding issues that relate to the transportation of students by private vehicles. It will further assist you to safeguard the safety of our students and to protect school personnel as well as private citizens.

District School Board of Pasco County Department of Transportation

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District School Board of Pasco County

Transportation of Students by Private Vehicle

Authority and Conditions for Transportation

- I. Florida Statute 1006.22 provides school districts with the authority to allow the transportation of students by private vehicles on a case-by-case basis. Case-by-case is defined to mean that the school principal or his/her administrative designee must approve and give authorization each time a student is transported by private vehicle. Also, a planned student activity (such as a field trip) must be approved by the School Board.

Whenever possible, school buses or district owned vehicles should be used for the transportation of students. However, this may not always be possible and/or practical. In the event this happens, private vehicles may be used to transport students. No vehicle other than a school bus or a private charter bus meeting the appropriate federal motor carrier safety standards is permitted to transport eleven (11) or more passengers including the driver.

Note When possible, it is preferred that two adults be present when a student is transported.

Note Please refer to the vehicle's owner's manual for proper child and infant seating. Some owner's manuals state that children twelve years of age and younger should not be transported in the front passenger seat that is equipped with airbags.

- II. **Non-emergency situations.** Section 1006.22, F.S. does allow transportation of students in privately owned motor vehicles under the following circumstances:

Note If you are concerned about moving the student via regular transportation or you perceive that the student needs immediate medical attention, contact 911. Do not attempt to make a decision that a medically trained person should make.

- A. **Illness or injury.** When a student is ill or injured and must be taken home or to a medical treatment facility under non-emergency circumstances; and

1. The school has been unable to contact the student's parent or the parent or responsible adult designated by the parent is not available to provide the transportation;
2. Proper adult supervision of the student is available at the location to which the student is being transported;

School personnel taking the student home need to make sure that the approved adult responsible for the student is present. Never leave a student unsupervised. If a student is taken to a medical facility, school personnel need to stay with the student until the approved adult arrives and takes responsibility for the student.

3. The transportation is approved by the school principal, or a school administrator designated by the principal to grant or deny such approval, or in the absence of the principal and designee, by the highest ranking school administrator or teacher available under the circumstances;

The person transporting the student must be a responsible adult with a valid driver's license and insurance. No one should take a student from the school premises without the consent of the appropriate school administrator in charge. If no administrator is available at the school site, then consent is given by the person the principal left in charge of the school.

4. If the school has been unable to contact the parent prior to the transportation, the school shall continue to seek to contact the parent until the school is able to notify the parent of the transportation and the pertinent circumstances.

In case of an emergency or non-emergency, the school should continue to attempt to contact the parent or guardian until he or she is informed of the circumstances. The school should also review the student's emergency card to see if it names an adult to contact in an emergency when the parent or guardian cannot be contacted. If you contact that person, that person should be the person to transport the student. If that person cannot transport, follow the directions in (3) and (4) above.

QUESTION *What if the parent or guardian cannot be reached and the student needs to be transported to a medical facility?*

A constant reminder: If you are concerned about moving the student via regular transportation or you perceive that the student needs immediate medical attention, contact 911. Do not attempt to make a decision that a medically trained person should make.

- B. School functions or sponsored events.** When the transportation is in connection with a school function or event that the district school board or school has undertaken to participate or to sponsor or provide the participation of students; and
1. The function or event is a single event that is not part of a scheduled series or sequence of events to the same location such as, but not limited to, a field trip, a recreational outing, an interscholastic competition or cooperative event, an event connected with an extracurricular activity offered by the school, or an event connected to an educational program such as, but not limited to, a job interview as part of a cooperative education program;
 2. Transportation is not available, as a practical matter, using a school bus or school district passenger car; and
 3. Each student's parent is notified, in writing, regarding the transportation arrangement and gives written consent before a student is transported in a privately owned motor vehicle.

Field trips. When a school bus is not available or it is impractical to travel by school bus, it is permissible to transport students by private vehicle. The following shall apply:

1. *MIS Form #106 "Field Trip Request When Buses Are Not Used" is completed and the field trip is approved in advance by the school principal and the superintendent (School Board Policy IICA).*
2. *Each student's parent or guardian is notified in writing regarding the transportation arrangement and gives written consent before a student is transported in a privately owned motor vehicle. This is accomplished by the use of MIS Form #166 "Parent's Release."*
3. *Each driver of a private vehicle transporting students is required to complete MIS Form #167 "Private Vehicle/Insurance Information." This enables the principal to ensure to the best of his/her ability that the driver of the vehicle is a responsible safe driver and the driver has been notified that all passengers are to be seated in designated seating positions and required to use the occupant crash protection system provided by the vehicle manufacturer (i.e., seat belts in vehicles so equipped).*

Athletic contests. *If possible, athletic teams should be transported by either a school bus or a district owned mini van. If transportation by a district owned vehicle is not possible, and transportation by a private vehicle is necessary, the following shall apply:*

1. *The coach and/or sponsor is to notify and receive permission from the school principal to transport students to athletic contests by private vehicle.*
2. *Each student's parent or guardian is notified in writing regarding the transportation arrangement and gives written consent before a student is transported in a privately owned motor vehicle. This is accomplished by the use of MIS Form #166 "Parent's Release."*

Note *If several trips are to be taken, one form for each student is sufficient as long as the date and place of each event are on the one form.*

3. *Each driver (including district employees) of a private vehicle transporting students to an athletic event is required to complete MIS Form #167 "Private Vehicle/Insurance Information." This enables the coach and principal to ensure to the best of their ability that the driver of the vehicle is a responsible safe driver and the driver has been notified that all passengers are to be seated in designated seating positions and required to use the occupant crash protection system provided by the vehicle manufacturer (i.e., seat belts in vehicles so equipped).*

Note *One form for each driver is sufficient for each athletic season. There is no need to complete a new form for each trip unless the coach or principal desires.*

Practice sessions. *Parents and students need to be informed of their responsibility to provide transportation to and from practice sessions and that it is not the district/school's responsibility.*

QUESTION *May students drive themselves to a different facility for practice (golf, swimming, tennis, etc.)?*

Students often provide their own transportation from school to these practice facilities. It is suggested the parent sign a statement that the student will be responsible for his/her own transportation. This is normally done when the student enrolls as a participant in the sport.

Students may drive themselves to other athletic activities (as approved by the coach) when the activity is located within the close proximity of the school and community. The parent should sign a statement acknowledging this fact.

When the event is outside the general area of the school and/or community, it is the school's responsibility to arrange transportation for the group.

QUESTION *May students transport another student to practice?*

If students leave from home to go to school or another facility within the general area of the community, that decision rests with the parents. Be cautious and use good judgment.

QUESTION *Should students who are 18 or above be permitted to transport other students when the team is going as a group?*

No.

Vocational co-op activities. Most vocational co-op activities involve a small number of students. Therefore, it may be more practical to transport students in a district owned mini van or a privately owned vehicle. The following will apply when a privately owned vehicle is used:

1. The sponsor is to notify and receive permission from the school principal to transport students by private vehicle.
2. Each student's parent or guardian must be notified in writing regarding the transportation arrangement and give written consent before a student is transported in a privately owned motor vehicle. This is accomplished by the use of MIS Form #166 "Parent's Release."

If several trips are to be taken, one form for each student is sufficient as long as the date and place of each event are on the one form.

3. Each driver (including district employees) of a private vehicle transporting students is required to complete MIS Form #167 "Private Vehicle/Insurance Information." This enables the sponsor and principal to ensure to the best of their ability that the driver of the vehicle is a responsible safe driver and the driver has been notified that all passengers are to be seated in designated seating positions and required to use the occupant crash protection system provided by the vehicle manufacturer (i.e., seat belts).

Work activities. Parents and students need to be informed of their responsibility to provide transportation to and from such activities and that it is not the district's/school's responsibility.

QUESTION **May students drive themselves to work and/or other co-op activities?**

Students are expected to provide their own transportation to their work activities. It is suggested the parent sign a statement that the student will be responsible for his/her own transportation. This is normally done when the student enrolls in the program.

Students may drive themselves to other co-op activities when the activity is located within the close proximity of the school and community. The parent should sign a statement acknowledging this fact.

When the event is outside the general area of the school and/or community, it is the school's responsibility to arrange transportation for the group.

QUESTION **May students transport another student to work or other club activities?**

If students leave from home to go to school, work, or another activity within the general area of the community, that decision rests with the parents. If the students leave from school for such activities, then the sponsor should make sure that all parents agree and accept full responsibility. Be cautious and use good judgment.

QUESTION **May a student be allowed to drive to an off-campus facility (agriculture facility) for a classroom activity during school hours?**

No.

In addition, private vehicle student transportation is specifically allowed:

- C. **Occasional transportation of students by employees (social workers, others).** When a district school board requires employees such as school social workers and attendance officers to use

their own motor vehicles to perform duties of employment, and such duties include the occasional transportation of students.

1. *Such employees shall annually complete MIS #167 "Private Vehicle/Insurance Information." This form should be on file with the school principal.*
2. *If time permits, MIS Form #166 "Parent's Release" should be completed for each trip. If it is known that a student is to be transported on several occasions, one form could be completed and used within a designated time frame. That time frame cannot be for more than one school year. If time does not permit the completion of MIS Form #166 "Parent's Release," the principal or his/her designee may contact the parent and get verbal permission.*
3. *In all cases, the employee must notify and gain permission from the principal or his/her designee prior to transporting a student from the school campus.*

QUESTION *Social workers and attendance officers on occasion are requested to transport students from school to home due to the student's illness or injury. What procedures should be followed?*

Refer to the previous procedures as described in II-A when a student is ill or injured and must be taken home or to a medical treatment facility under non-emergency circumstances.

QUESTION *Social workers and attendance officers are occasionally asked to transport a parent for school related reasons. What is the liability of the employee?*

Employees providing this service are acting within the scope of their employment. Refer to Driver Liability, Section IV of this document for more specific information.

III. Use of Vans and/or Pickup Trucks to Transport Students. When transportation is authorized in privately owned vehicles, students may be transported only in designated seating positions and must use the occupant crash protection system provided by the vehicle manufacturer.

- A. **District owned, leased, or rented vehicle.** The district owns several vehicles which may be used for transporting students. These vehicles are the responsibility of the Transportation Department. If you wish to utilize one, you may make arrangements with the Director of Transportation. Any district employee who drives such a vehicle is required to be enrolled in the district Safe Driver Program.
- B. **Private citizen owned, leased, or rented vehicle.** Private citizens may use their own vehicle to transport students providing it is not possible to use a district owned vehicle and the vehicle complies with the Federal Motor Vehicle Safety Standards (FMVSS) and there is an approved restraint device provided for each passenger. FMVSS is identified on the required vehicle data plate, usually located on the doorjamb of the vehicle. The school or School Board cannot reimburse the cost of the rental or lease.

QUESTION *Can an employee rent a van for the transportation of students?*

No.

- C. **Privately owned pickup trucks.** Students may be transported in the cab of the truck as long as the truck meets the Federal Motor Vehicle Safety Standards and there is an approved restraint seating device and the student is required to use that device. Students are never to be transported in the bed of a pickup truck.
- D. **Charter bus.** Information and procedures for securing a Private Charter Bus to transport students can be obtained from the Purchasing Department. MIS #106 "Field Trip Request When School Buses Are Not Used" and MIS Form #166 "Parent's Release (Transportation by Private Vehicle)" must be completed.

IV. Driver liability. As to liability during such transport, the statute states when approval is granted for the transportation of students in a privately owned vehicle, the provisions of s. 1006.24 regarding liability for tort claims are applicable.

- A. **District school board employees.** District school board employees who provide approved transportation in privately owned vehicles are acting within the scope of their employment.
- B. **Parents or other responsible adults.** Parents or other responsible adults who provide approved transportation in privately owned vehicles have the same exposure to, and protections from, risks of personal liability as do district school board employees acting within the scope of their employment.

QUESTION *Who is the primary insurance carrier should an injury occur?*

The district and driver are protected by tort liability as provided in s. 1006.24 and 768.28. This is interpreted to mean, should the district or driver be sued for damages, the district cannot be subject to more than \$100,000 per single injury and no more than \$200,000 for multiple injuries.

QUESTION *Should an employee or another adult have an accident without injuries and damage is done to his/her vehicle, whose insurance company would be responsible?*

If the accident is caused by the other driver, that driver's insurance company would be responsible. If the accident is caused by the employee or the approved driver, then his/her insurance would be responsible.

QUESTION *As an administrator, how can I be absolutely sure that the person is a safe driver?*

You can never be absolutely sure. However, verifying that the driver has a valid driver's license and appropriate insurance will give some assurance. If you have any reason to believe that he/she is not a person you would trust your own child with, do not approve him/her as a driver. Also, make sure that a driver understands his/her responsibility with regard to being a safe driver and especially making sure that students fasten their safety belts.

QUESTION *Should students who are 18 or above be permitted to transport other students on school sponsored trips?*

No.

V. Other information to consider. In emergency situations, Section 1006.22, F.S. states:

The 2006 Florida Statutes

Title XLVIII EDUCATION CODE

Chapter 1006 SUPPORT FOR LEARNING

1006.22 Safety and health of students being transported.--Maximum regard for safety and adequate protection of health are primary requirements that must be observed by district school boards in routing buses, appointing drivers, and providing and operating equipment, in accordance with all requirements of law and rules of the State Board of Education in providing transportation pursuant to s. 1006.21:

(1)(a) District school boards shall use school buses, as defined in s. 1006.25, for all regular transportation. Regular transportation or regular use means transportation of students to and from school or school-related activities that are part of a scheduled series or sequence of events to the same location. "Students" means, for the purposes of this section, students enrolled in the public schools in prekindergarten disability programs and in kindergarten through grade 12. District school boards may regularly use motor vehicles other than school buses only under the following conditions:

1. When the transportation is for physically handicapped or isolated students and the district school board has elected to provide for the transportation of the student through written or oral contracts or agreements.
2. When the transportation is a part of a comprehensive contract for a specialized educational program between a district school board and a service provider who provides instruction, transportation, and other services.
3. When the transportation is provided through a public transit system.
4. When the transportation is for trips to and from school sites or agricultural education sites or for trips to and from agricultural education-related events or competitions, but is not for customary transportation between a student's residence and such sites.

(b) When the transportation of students is provided, as authorized in this subsection, in a vehicle other than a school bus that is owned, operated, rented, contracted, or leased by a school district or charter school, the following provisions shall apply:

1. The vehicle must be a passenger car or multipurpose passenger vehicle or truck, as defined in 49 C.F.R. part 571, designed to transport fewer than 10 students. Students must be transported in designated seating positions and must use the occupant crash protection system provided by the manufacturer unless the student's physical condition prohibits such use.
2. An authorized vehicle may not be driven by a student on a public right-of-way. An authorized vehicle may be driven by a student on school or private property as part of the student's educational curriculum if no other student is in the vehicle.
3. The driver of an authorized vehicle transporting students must maintain a valid driver's license and must comply with the requirements of the school district's locally adopted safe driver plan, which includes review of driving records for disqualifying violations.
4. The district school board or charter school must adopt a policy that addresses procedures and liability for trips under this paragraph, including a provision that school buses are to be used whenever practical and specifying consequences for violation of the policy.

(2) Except as provided in subsection (1), district school boards may authorize the transportation of students in privately owned motor vehicles on a case-by-case basis only in the following circumstances:

- (a) When a student is ill or injured and must be taken home or to a medical treatment facility under nonemergency circumstances; and

1. The school has been unable to contact the student's parent or the parent or responsible adult designated by the parent is not available to provide the transportation;
2. Proper adult supervision of the student is available at the location to which the student is being transported;
3. The transportation is approved by the school principal, or a school administrator designated by the principal to grant or deny such approval, or in the absence of the principal and designee, by the highest ranking school administrator or teacher available under the circumstances; and
4. If the school has been unable to contact the parent prior to the transportation, the school shall continue to seek to contact the parent until the school is able to notify the parent of the transportation and the pertinent circumstances.

(b) When the transportation is in connection with a school function or event regarding which the district school board or school has undertaken to participate or to sponsor or provide the participation of students; and

1. The function or event is a single event that is not part of a scheduled series or sequence of events to the same location, such as, but not limited to, a field trip, a recreational outing, an interscholastic competition or cooperative event, an event connected with an extracurricular activity offered by the school, or an event connected to an educational program, such as, but not limited to, a job interview as part of a cooperative education program;
2. Transportation is not available, as a practical matter, using a school bus or school district passenger car; and
3. Each student's parent is notified, in writing, regarding the transportation arrangement and gives written consent before a student is transported in a privately owned motor vehicle.

(c) When a district school board requires employees such as school social workers and attendance officers to use their own motor vehicles to perform duties of employment, and such duties include the occasional transportation of students.

(3) When approval is granted for the transportation of students in a privately owned vehicle, the provisions of s. 1006.24 regarding liability for tort claims are applicable. District school board employees who provide approved transportation in privately owned vehicles are acting within the scope of their employment. Parents or other responsible adults who provide approved transportation in privately owned vehicles have the same exposure to, and protections from, risks of personal liability as do district school board employees acting within the scope of their employment.

(4) Each district school board may establish policies that restrict the use of privately owned motor vehicles to circumstances that are more limited than are described in this section or that prohibit such use. Each district school board may establish written policies that provide for more extensive requirements for approval, parental notification and consent procedures, insurance coverage, driver qualifications, or a combination of these.

(5) When transportation is authorized in privately owned vehicles, students may be transported only in designated seating positions and must use the occupant crash protection system provided by the vehicle manufacturer.

(6) District school boards may contract with a common carrier to transport students to and from in-season and postseason athletic contests and to and from a school function or event in which the district school board or a school has undertaken to participate or to provide for or sponsor the participation of students.

(7) Transportation for adult students may be provided by any appropriate means as authorized by the district school board when the transportation is accepted as a responsibility by the district school board as provided in s. 1006.21.

(8) Notwithstanding any other provision of this section, in an emergency situation that constitutes an imminent threat to student health or safety, school personnel may take whatever

action is necessary under the circumstances to protect student health and safety.

(9) Except as provided in s. 1006.261, transportation is not the responsibility of the district school board in connection with any event or activity that is not an event or activity offered by the district school board or an event or an activity in which the district school board or school has agreed to participate, cosponsor, or require the participation of students, and the district school board has no liability for transportation arranged and provided by parents or other parties to such events or activities.

(10) Each district school board shall designate and adopt a specific plan for adequate examination, maintenance, and repair of transportation equipment. Examination of the mechanical and safety condition of each school bus must be made as required pursuant to rule of the State Board of Education. The State Board of Education shall base the rule on student safety considerations.

(11) The district school superintendent shall notify the district school board of any school bus that does not meet all requirements of law and rules of the State Board of Education, and the district school board shall, if the school bus is in an unsafe condition, withdraw it from use as a school bus until the bus meets the requirements. The department may inspect or have inspected any school bus to determine whether the bus meets requirements of law and rules of the State Board of Education. The department may, after due notice to a district school board that any school bus does not meet certain requirements of law and rules of the State Board of Education, rule that the bus must be withdrawn from use as a school bus, this ruling to be effective immediately or upon a date specified in the ruling, whereupon the district school board shall withdraw the school bus from use as a school bus until it meets requirements of law and rules of the State Board of Education and until the department has officially revoked the pertinent ruling. Notwithstanding any other provisions of this chapter, general purpose urban transit systems are declared qualified to transport students to and from school.

(12)(a) The routing and scheduling of school buses must be planned to eliminate the necessity for students to stand while a school bus is in motion. When circumstances of an emergency nature, as defined by written district school board policy, temporarily require transporting students on school buses in excess of the rated seating capacity, the buses must proceed at a reduced rate of speed to maximize safety of the students, taking into account existing traffic conditions. Each district school board is responsible for prompt relief of the emergency condition by providing additional equipment, bus rerouting, bus rescheduling, or other appropriate remedial action, and must maintain written district school board policies to address such situations.

(b) Each district school board, after considering recommendations from the district school superintendent, shall designate, by map or otherwise, or shall provide by district school board rule for the designation of, nontransportation zones that are composed of all areas in the school district from which it is unnecessary or impracticable to furnish transportation. Nontransportation zones must be designated annually before the opening of school and the designation of bus routes for the succeeding school year. Each district school board, after considering recommendations from the district school superintendent, shall specifically designate, or shall provide by district school board rule for the designation of, specific routes to be traveled regularly by school buses, and each route must meet the requirements prescribed by rules of the State Board of Education.

(c) Each district school board shall establish school bus stops, or provide by district school board rule for the establishment of school bus stops, as necessary at the most reasonably safe locations available. Where unusual traffic hazards exist at school bus stops on roads maintained by the state outside of municipalities, the Department of Transportation, in concurrence and cooperation with and upon request of the district school board, shall place signs at such bus stops warning motorists of the location of the stops.

(13) The State Board of Education may adopt rules to implement this section as are necessary or desirable in the interest of student health and safety.

History.--s. 296, ch. 2002-387; s. 14, ch. 2006-301.

The 2006 Florida Statutes

Title XLVIII K-20 EDUCATION CODE

Chapter 1006 SUPPORT FOR LEARNING

1006.24 Tort liability; liability insurance.--

(1) Each district school board shall be liable for tort claims arising out of any incident or occurrence involving a school bus or other motor vehicle owned, maintained, operated, or used by the district school board to transport persons, to the same extent and in the same manner as the state or any of its agencies or subdivisions is liable for tort claims under s. 768.28, except that the total liability to persons being transported for all claims or judgments of such persons arising out of the same incident or occurrence shall not exceed an amount equal to \$5,000 multiplied by the rated seating capacity of the school bus or other vehicle, as determined by rules of the State Board of Education, or \$100,000, whichever is greater. The provisions of s. 768.28 apply to all claims or actions brought against district school boards, as authorized in this subsection.

(2) Each district school board may secure and keep in force a medical payments plan or medical payments insurance on school buses and other vehicles. If a medical payments plan or insurance is provided, it shall be carried in a sum of no less than \$500 per person.

(3) Expenses, costs, or premiums to protect against liability for torts as provided in this section may be paid from any available funds of the district school board.

(4) If vehicles used in transportation are not owned by the district school board, the district school board may require owners of such vehicles to show evidence of adequate insurance during the time that such vehicles are in the services of the district school board.

History.--s. 298, ch. 2002-387.

FIELD TRIPS AND EXCURSIONS

It is the policy of the district to encourage the use of organized off-campus trips if in the opinion of the superintendent they serve a worthwhile educational objective and can relate to the educational activities of the student.

Students shall be allowed free time for group attendance at special events that are approved by the district school board upon recommendation of the superintendent.

Field trips involving more than one-half day, out-of-county trips, and all overnight trips must be approved by the district school board. Plans must be submitted in writing and must be approved by the superintendent before they are publicly announced. The plan must meet the following requirements:

1. The trip must be shown to have an educational value.
2. It must provide for at least one adult chaperone (non-student) per each ten students. If the trip is overnight and involves both sexes, it must provide for adults of each sex in the same ratio as in the composition of the student group.
3. It must designate one professional employee of the district school board to have full responsibility for the conduct of the trip. This persons will be responsible to see that all students are supervised at all times.
4. It shall contain a detailed description of all financial arrangements between teacher-sponsor and any organization or individual that is compensating such person for services performed or reimbursing such person for expenses incurred in connection with such field trip.

Limitations

1. Types of Field Trips Prohibited

Field trips will not be authorized for the purpose of participating in the promotion of commercial enterprises or attending commercial entertainment establishments primarily for entertainment. Types of excursions thus prohibited include:

- a. Attendance during school hours at a preview of a movie , play, or other form of commercial entertainment, even though no admission is charged, when the purpose is to promote advertising and public attendance.
- b. Trips to commercial establishments whose primary function is the providing of a variety of entertainment, i.e., amusement parks, movie theaters, etc. However, such excursions may be permissible if it can be shown that the program will specifically contribute to the educational program of the students.

2. Budgetary and Financial

Costs of any field trip not provided for in the district budget may be provided on a voluntary basis by a community group or by business and industry. Any request by the originating teacher for such a community-financed trip must be approved by the district school board prior to the requesting of funds from the sponsoring group.

3. The District School Board of Pasco County shall consider approving requests for only two types of student field trips outside the continental United State of America:

- a. Those which allow national contest winners to participate in international competition.
- b. Those which allow students to participate in a district school board-approved summer foreign studies program.

No other student field trips outside the continental United State of America shall be approved or sanctioned by the district school board. In addition, recruiting students for field trips not meeting the above criteria shall not be permitted during student contact time nor will employees be permitted to use the name of the district school board in recruiting for such trips.

4. District school board approval shall be necessary for all out-of-state field trips. School-sponsored clubs and/or organizations shall be limited to no more than one out-of-state field trip each two years if such trip would allow for all students in said club or organization to be absent from classes. This limit shall not apply to out-of-state field trips to compete in regional or national contests for school-sponsored clubs and/or organizations which have won local or state contests.
5. Overnight field trips which require students to miss school shall be approved only if it can be clearly shown that such field trips could not have been taken during a time (spring break, etc.) when school was not in session.

Use of School Buses by Nonprofit Organizations

Nonprofit organizations may be permitted to use district school board buses to transport school-aged children to activities sponsored by their organizations. All requests must be submitted to the district school board for approval prior to the trip. The following criteria must be met:

1. Only school-aged children will be transported with the exception of chaperones, which then must be one chaperone for every ten students.
2. All trips must be during nonschool times.
3. All trips will be limited to 150 miles one way.
4. There shall be no overnight trips.
5. The organization will hold the district school board harmless from any liability that might accrue from such use of school buses.

6. All rules pertaining to student conduct on buses will apply to field trips.
7. The organization will reimburse the district school board at a mileage rate and driver salary rate established by the district school board. The amount will be at least equal to the full cost incurred by the district school board.
8. If there should be a conflict in scheduling, school-sponsored trips shall take priority.

Authority: 1001.41, F.S.

Law Implemented: 1006.07, F.S.

EEBB

USE OF PRIVATE VEHICLES FOR SCHOOL BUSINESS

All persons (staff members, parents, students, friends of the school, etc.) who use their personal cars to provide transportation of students for whatever purpose shall have adequate insurance. Proof of insurance shall be requested. Adequate insurance shall be consistent with the minimum requirement provided by Florida Statutes--specifically, liability insurance in the amount of at least \$10,000/\$20,000 bodily injury.

When transporting is authorized in privately owned vehicles, students may only be transported in designated seating positions and shall be required to use the occupant crash protection system provided by the vehicle manufacturer.

When transportation of physically handicapped or isolated students is necessary, such transportation shall be provided in a passenger car not to exceed eight students in designated seating positions. The occupant crash protection system provided by the vehicle manufacturer shall be used unless the student's physical condition prohibits such use.

Transportation of Students by Other than School Buses

Under certain circumstances it is not practical to use a school bus to transport students to athletic events, field trips, or other school sponsored activities.

In these cases, school administrators should first contact the Transportation Department to determine whether one of the District owned vehicles, other than a school bus, is available for use. In the event that a District owned vehicle is not available, the school administrator may rent an appropriate sized vehicle for student transportation purposes. The vehicle rented should be the most economical possible to meet the student transportation needs. School administrators should contact the Purchasing Department to obtain the names of the rental car vendors under State contract and one of those vendors should be used whether internal accounts or District funds are being used to pay for the trip.

Authority: 1006.22, F.S.; 1006.24(4), F.S.

Law Implemented: 1006.24(4), F.S.



**DISTRICT SCHOOL BOARD OF PASCO COUNTY
FIELD TRIP REQUEST FORM**

MIS Form #106
Rev. 8/07

Name of School _____ Date Submitted _____

Name of Person in Charge _____ Position _____ Phone # (_____) _____

Group Attending (team, class, group, etc.) _____

of Students Participating _____ # of Chaperones _____ # of School Board Employees _____ # of Substitutes _____
(Non School Board Employees)

School Bus / Van Private Vehicle Walking Charter Bus

FIELD TRIP DESTINATION / TIME FRAME / PURPOSE

Location Place _____ On Site Contact Person _____

Location Address _____ Contact Person Phone # (_____) _____

(include city & state) _____ Location Phone # (_____) _____

From: _____ am / pm **To:** _____ am / pm
Date/Time Date/Time

Educational purpose _____

Actual on site instructional time _____ **Overnight request requires a copy of trip agenda attached.**

APPROVAL LEVELS

<p>Principal</p> <p><input type="checkbox"/> Less Than 100 Miles or 2 Hours Each Way</p>	<p>Assistant Superintendent</p> <p><input type="checkbox"/> More Than 100 Miles or 2 Hours Each Way</p> <p><input type="checkbox"/> Controversial</p>	<p>School Board</p> <p><input type="checkbox"/> Exclusionary Period</p> <p><input type="checkbox"/> Water Related</p> <p><input type="checkbox"/> Overnight</p> <p><input type="checkbox"/> Out of State/Country</p>
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FIELD TRIP BUDGET

Estimated Income:			Estimated Expenses:		
# of Students X Contribution Each	X		# of Students X Cost Each	X	
# of Chaperones X Cost Each	X	+	# of Chaperones X Cost Each	X	+
Other Source (specify)		+	Other Expense (specify e.g. substitutes)		+
Total Income		=	Total Expense		=

*** Parent's Release Form MIS #166 will be signed for all students who attend.***

*** Private Vehicle/Insurance Information Form MIS #167 will be completed for all drivers of private vehicles.***

*** Leave of Absence Form MIS #101 will be completed for all employees when traveling out of county.***

By signing in the space below, I certify that as the person in charge of this trip I have reviewed the requirements and consulted with my principal for approval.

Signature _____ Date _____

I have reviewed the field trip plan. My signature indicates approval for this field trip.

School Administrator _____ Date _____

Assistant Superintendent (if needed) _____ Date _____

School Board Approval (if needed) N/A Yes No Board Approval Date _____

DISTRIBUTION: White - Superintendent; Canary - School; Pink - Originator



**DISTRICT SCHOOL BOARD OF PASCO COUNTY
PARENT RELEASE**

MIS Form #166
Rev. 9/08

TRANSPORTATION BY:

School Bus/Van ___ Private Vehicle ___ Walking ___ Charter Bus ___

Date of Field Trip _____ Teacher _____

In consideration of _____ having been accepted by the
Student Name – Please Print Date of Birth

principal, teacher(s) or other personnel of _____ School of the District School

Board of Pasco County to go on a school sponsored trip to _____ ,

and I, the undersigned, understand that my child, if transported by a privately owned vehicle, charter bus, school bus or walking, hereby release the District School Board of Pasco County, the individual members of said Board, the Superintendent, the principal, teachers or other employees of the school, and volunteer leaders from any financial responsibility because of sickness of the student while going to, returning from, or attending said field trip or because of any accident in which the student is injured. To ensure prompt attention in case of sickness or accident, I hereby authorize the person(s) in charge of said trip to incur expense considered necessary for treatment, and I agree to pay for same if this is in excess of the amount paid by any accident or health insurance policy that may be in effect at the time of the sickness or accident.

In any situation in which the safety and security of students might be compromised (i.e., Red Alert Status issued by the Department of Homeland Security, severe weather conditions, etc.) the District School Board of Pasco County will take the necessary steps to ensure the safety of its students and staff, including the cancellation of scheduled field trips and school events. Should this trip or event be cancelled as a result of such an event, the District cannot guarantee any monies (including deposits) will be refunded by the vendor(s) associated with this transaction. Therefore, students, parents, guardians, etc., are hereby cautioned and advised that the District will not be liable for any reimbursements associated with this event that are not refunded by the vendor(s) and returned to the District.

Name of Parent or Guardian – Please Print Date

Signature of Parent or Guardian Home Phone Cell Phone Business Phone

Street, Rural Route, or P.O. Box

City State Zip Code

Name of Additional Emergency Contact / Relationship to Student Phone

DISTRIBUTION: White – School; Canary – Teacher; Pink - Parent



**DISTRICT SCHOOL BOARD OF PASCO COUNTY
PRIVATE VEHICLE / INSURANCE INFORMATION**

MIS Form #167
Rev. 2/07

Complete the following for **each privately owned vehicle** to be used for transporting students to and from school related activities.

TO BE COMPLETED BY VEHICLE OWNER

Model of Vehicle _____ Name of Owner (Print) _____

Year of Vehicle _____ Name of Driver (Print) _____

Make of Vehicle _____ Vehicle Tag Number _____

I certify that the above described vehicle, which is to be used only for the approved transportation purposes set forth below, is covered by bodily injury liability insurance equaling or exceeding \$10,000 per person/\$20,000 per occurrence and personal injury protection ("No-Fault") coverage equaling or exceeding \$10,000 per person.

This coverage is with _____ Insurance Co. and expires on _____
Month/Day/Year

This vehicle complies with the Federal Motor Vehicle Safety Standards. (Verification of compliance is normally reflected by a sticker located in the door well of the driver's door.) Yes____ No____ **NOTE:** If **No**, the vehicle is **NOT** to be used for transporting students.

Signature of Owner _____ Date _____

Address _____ City _____ State _____

Zip Code _____ Home Phone (_____) _____ Cell Phone (_____) _____

TO BE COMPLETED BY VEHICLE DRIVER

Driver's License: State _____ Number _____

I understand that I am authorized to only use the aforementioned vehicle for transportation of students, and that I am only authorized to transport students for the purpose of _____ (field trip/illness/recreational outing/interscholastic competition) to the following location and back _____ and that I am not to deviate from the authorized transportation destinations.

I understand that all passengers will be seated in designated seating positions and shall be required to use the occupant crash protection system provided by the vehicle manufacturer.

Signature of Driver _____ Date _____

Address _____ City _____ State _____

Zip Code _____ Home Phone (_____) _____ Cell Phone (_____) _____

TO BE COMPLETED BY THE SCHOOL PRINCIPAL OR DESIGNEE

Teacher Sponsor _____

The above driver and vehicle is approved to transport students on _____ (Date).

Signature of Principal or Designee _____ Date _____

School _____

Distribution: White - Principal; Canary - Teacher