



Huntington Beach Union High School District Board Policies and Administrative Regulations

AR 3541.1
Page 1 of 3

Business and Non-Instructional Operations

Bus Transportation Other Than District School Buses

The district may provide transportation for students, employees, and other individuals for field trips and other school-related trips approved according to Board policy and administrative regulation.

The Superintendent or designee shall determine the most appropriate and cost-effective mode of transportation for each approved trip. He/she may authorize the use of district vehicles, contract to provide transportation, or arrange transportation by the use of other vehicles.

The Superintendent or designee shall ensure that the district or contractor has sufficient liability insurance for transportation on school-related trips.

When district transportation is provided, students may be released from using district transportation only with the advance written permission of their parents/guardians.

School-related organizations requesting transportation shall be fully responsible for the costs of their trips unless funding has been approved by the Governing Board.

District Passenger Vans

Eight (8), nine (9) or ten (10) passenger vans may be used for transporting students on school activities but the number of passengers transported may not exceed the manufacturer's specifications. Students or passengers may not ride on the floors or storage areas.

School buses must be used when transporting more than ten (10) passengers including the driver. Larger vans may not be used without violating pupil transportation laws. Two or more students in wheelchairs must be transported in a school bus.

The driver or any other person shall not smoke or have in his/her immediate possession a lighted pipe, cigar, or cigarette containing tobacco or any other plant when there is a minor in the motor vehicle, whether the motor vehicle is in motion or at rest. (Health and Safety Code 118948)

Bus Transportation by Charter Companies, Outside Districts or Agencies

All bus transportation must be ordered or coordinated through the District Transportation Departments to ensure compliance with district policies and state laws.

Community Relations

Use of School Facilities

Bus Transportation by Charter Companies, Outside Districts or Agencies (continued)

Teachers, staff, students or VIPs may not order buses from outside agencies, districts or charter companies.

Travel companies, ski clubs, community colleges, other school districts, TV studios or any outside agencies may not transport students from the district unless approved by the Transportation Department prior to the trip.

Transportation by Private Vehicle

The Superintendent or designee may authorize the transportation of students by private vehicle when the vehicle is driven by an adult age 21 or older who possesses a valid California driver's license. To be approved, a driver shall have a good driving record and possess at least the minimum insurance required by law. The Superintendent or designee can audit compliance with these requirements without prior notice.

All student passengers shall submit permission slips signed by their parents/guardians. Teachers shall ensure that each driver has a copy of the permission slip for each student riding in his/her vehicle.

The number of passengers, including the driver, shall not exceed the capacity for which the vehicle was designed. Trucks may not transport more persons than can safely sit in the passenger compartment. The driver shall ensure that the manufacturer's recommendations for his/her vehicle are followed regarding the seating of children in seats equipped with airbags.

The driver or any other person shall not smoke or have in his/her immediate possession a lighted pipe, cigar, cigarette, e-cigarette, or vaping containing tobacco or any other plant when there is a minor in the motor vehicle, whether the motor vehicle is in motion or at rest. (Health and Safety Code [118948](#)) The driver cannot consume alcohol twelve (12) hours prior to or any time during the school related event.

Passenger Restraint Systems

All drivers shall wear safety belts and shall ensure that all passengers are properly secured in seat belts or child passenger restraint systems in accordance with law. (Vehicle Code [27315](#), [27360](#), [27360.5](#), [27363](#))

Legal Reference:

EDUCATION CODE

[35330](#) Excursions and field trips

[35332](#) Transportation by air

[39830](#) School bus

Community Relations

Use of School Facilities

[39830.1](#) School pupil activity bus

[39860](#) Transportation to special activities by district

[44808](#) Liability when students not on school property

HEALTH AND SAFETY CODE

[118947-118949](#) Prohibition against smoking in motor vehicle with minor

PUBLIC UTILITIES CODE

5384.2 District not liable for charter-party carrier

VEHICLE CODE

[545](#) School bus, definition

[12814.6](#) Limitations of provisional driver's license

[27315](#) Mandatory use of seat belts in private passenger vehicles

[27360-27360.5](#) Child passenger restraint systems

[27363](#) Child passenger restraint systems, exemptions

Management Resources:

WEB SITES

California Department of Motor Vehicles: <http://www.dmv.ca.gov>

California Highway Patrol: <http://www.chp.ca.gov>

California Office of Traffic Safety: <http://www.ots.ca.gov>

National Highway Traffic Safety Administration: <http://www.nhtsa.dot.gov>

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