

Student Transportation in Private Vehicles and Charter Buses

Transportation of students will be by the district's transportation system or by a district employee's vehicle, properly insured, except as provided below.

Parents, employees and other designated adults may be permitted to use private vehicles to transport students other than their own on field trips or other school activities if the following conditions have been met prior to the activity:

1. The school administrator has approved the activity;
2. A permission slip signed by the student's parent(s) has been received by the principal or his/her designee, granting permission for the student to participate in the field trip/activity and to ride in a privately-owned vehicle;
3. The parents, employee or other adult driving the vehicle is properly licensed to drive and has provided proof of insurance. Such insurance shall meet or exceed minimum requirements as established by the state of Oregon and as set by the district;
4. The vehicle contains an adequate number of seat restraints, including when applicable, a child safety system for a child who weighs less than 40 pounds, regardless of age, and the adult driver requires their use. The child safety system must elevate the person so that a safety belt or safety harness properly fits the individual and meets the minimum standards and specifications of law. A person over 40 pounds or who has reached the upper weight limit for the forward-facing car seat must use a booster seat until he/she is four feet nine inches tall or age eight and the adult belt properly fits.¹ A person who is taller than four feet nine inches tall or eight years of age or older must be properly secured with a safety belt or harness that meets the requirements under Oregon Revised Statute (ORS) 815.055. Training in the proper installation and use of child safety system may be required. It is recommended that students 12 years of age and younger do not ride in the front seat of a vehicle;
5. Whenever possible, it is preferred that two staff members accompany a student being transported in a private vehicle. It is strongly recommended that two staff members accompany two or more students being transported in a private vehicle;
6. In the event that there are extenuating circumstances, the superintendent, the principal or the program administrator may make the appropriate allowances with regard to the students' safety and the district's risk management.

¹"Proper fit" means the lap belt of the safety belt or safety harness is positioned low across the thighs and the shoulder belt is positioned over the collarbone and away from the neck.

Charter Buses (Motor Coach)

Students may be transported by charter buses under the following conditions:

1. The school administrator has approved the activity;
2. Parents have granted permission for their student(s) to participate in the school-sponsored activity and to ride in a charter bus;
3. The charter bus company must provide proof of pre-employment screening (i.e., drug/alcohol testing, criminal background checks) for the drivers, a valid insurance certificate and be approved as a “special pupil activity bus” (SPAB) carrier by the Oregon Department of Education. This information must on file with the district’s transportation department.

The district will develop procedures to implement this policy.

END OF POLICY

Legal Reference(s):

[ORS 801.455](#)

[ORS 811.210](#)

[ORS 815.055](#)

[ORS 815.080](#)

[OAR 735-102-0010](#)

Cross Reference(s):

EIA - Insurance Programs

IICA - Field Trips and Special Events