

STUDENT TRIP TRANSPORTATION GUIDELINES

Whenever ground transportation is required for 10 or more occupants in a single vehicle, students must be transported in a school bus. Municipal transit buses (People Mover) may also be used for local trips. The ASD Transportation Department must be contacted (742-1200) to schedule all school bus transportation. This applies to all school related activities.

USE OF COMMERCIAL VEHICLES .

The Transportation Department will make arrangements for travel with approved school bus companies. Student travel in motor coaches, limousines and other vehicles that do not meet Federal Motor Vehicle Safety Standards for school buses will not be approved.

USE OF VANS

The use of vans or other vehicles with rated capacity of 10 passengers or more is prohibited by Federal Law.

USE OF PRIVATE VEHICLES

The use of private vehicles for student transportation outside the boundaries of the Anchorage School District and overnight activities is prohibited.

PARENT/ADULT TRANSPORTATION OF STUDENTS

The School Board recognized the necessity of utilizing parent and adult transportation of students on an individual or pool basis to some school sponsored programs, i.e., field trips, etc. It shall be the principal's responsibility when establishing programs utilizing such transportation to ensure:

- a. No more than 10 occupants may be transported in a single vehicle regardless of the number of seats and seat belts available.
- b. The parent or guardian has given permission for the student to ride in a private vehicle and to participate in the activity.
- c. The driver of the private vehicle is a responsible adult, 21 years of age or older, with a valid driver's license. Principals should use discretion with any driver under the age of 25.
- d. The owner has a minimum of \$100,000/300,000 liability insurance on the vehicles being used.
- e. It is highly recommended that a seat belt positioning booster seat be used for students under age 8, unless the student has reached 4'9" in height.
- f. The vehicle operator is informed that students 12 years of age or younger will not be permitted to ride in the front passenger seat of vehicles.
- g. The driver is the registered owner of the vehicle being used.
- h. The driver/owner has completed and signed the District Volunteer Driver Form.

USE OF RENTAL VEHICLES FOR DISTRICT EMPLOYEES

Note: It is a violation of Federal Law for a vendor to sell or lease passenger vans with capacity of 10 or more students to a school district for the purpose of transporting students.

- a. Items a, b, c, e, and f above must be followed
- b. Additional liability and physical damage insurance, provided by the rental company, must be purchased.

This policy applies to District employees as well as parents, guardians and other adults.

Revised 10/01/2022 Risk Management