

**GOLDEN VALLEY CHARTER SCHOOL OF SACRAMENTO
ORANGEVALE, CALIFORNIA**

Student Transportation Policy

(Revised 3-28-2014)

The safe operation of our motor vehicles is one of the highest priorities at GVCS. For this reason, we have developed the following policy. Please note that transporting students for charter school business or other charter school functions(s) is voluntary and may be denied at any time, without reason, by GVCS. Furthermore, the signatory of this policy has the right to retract said policy at anytime, without reason, by providing written notification to GVCS that the signatory no longer wishes to provide transportation for students on charter school business or other charter school function(s).

Though it is not the intent of GVCS to police operators of charter school vehicles or to invade privacy of employees and volunteers, it is necessary to establish a basis for determining safe operating standards for drivers. The following shall apply to all persons operating charter school vehicles or operating their own vehicles to transport students for charter school business or charter school function(s).

Employees or Volunteers

1. GVCS will enroll in the California Department of Motor Vehicles employer pull notice program. Through this program, GVCS will be able to review employee Motor Vehicle Records periodically.
2. Volunteers – both employees and parents – are responsible for providing their own Motor Vehicle Records to GVCS. All volunteers shall notify the school of any changes in their driving record within 10 days of said change.
3. Employee or volunteer must have a valid driver's license at all times when operating a Charter school vehicle or their own personal vehicle when used for student transportation or school business. Employees or volunteers that reach or exceed any of the below listed criteria during the course of the previous 12 months will have their Charter school driving privileges denied upon yearly renewal or revoked (if during the year) for the remainder of the school year.
 - Two (2) or more moving violations;
 - One (1) at-fault accident and (1) moving violation;
 - Two (2) or more seat belt violations.
4. Employees or volunteers convicted of any Major Citations* will not be permitted to transport students or operate any vehicle on Charter school Business.
5. If a volunteer driver receives a speeding ticket while transporting children on a field trip, said driver will be not allowed to drive on any field trips for the remainder of that school year. Said driver can submit their DMV record by the deadline for the following school year for review.

6. Seatbelts are an essential element of our driver safety policy/procedures. For the purpose of this policy, two (2) seatbelt violations while on Charter school business will equate to one (1) moving violation.

7. For employees or volunteers who drive their personal vehicles for student transportation or charter school business purposes, GVCS requires that the employee or volunteer carry insurance amounts and coverage:
 - Automobile Liability - \$100,000 per person; \$300,000 per occurrence
 - Property Damage - \$50,000 per occurrence
 - Medical Payments - \$5,000 per person

8. In the event of an accident, the employee's or volunteer's insurance coverage acts as the primary insurance coverage for damages. Evidence of this insurance must be kept on file and updated upon insurance and license renewals. Employees and Volunteers shall notify the school of any changes which result in inadequate coverage (as defined above) in their auto insurance coverage within 10 days of said change. A new copy of the employee's or volunteer's current motor vehicle report (MVR) must be submitted that the beginning of each school year – by October 1.

***For the purpose of this policy, Major Citations include but are not limited to:**

- Driving under the influence of drugs or alcohol
- 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 opened container of alcohol in a vehicle
- Speed contest
- Drag or highway racing
- Attempting to elude a police officer
- Hit and run
- Reckless Driving

I HAVE READ AND UNDERSTAND THE DRIVER POLICY AND AGREE TO ITS TERMS.

Print Name: _____

Signature: _____

Date: _____

Driver's License #: _____

State: _____

How many students can legally ride in the vehicle you will use for field trips?

Vehicle Make/Model: _____ # Students: _____

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