

WALNUT CREEK SCHOOL DISTRICT

PERSONAL AUTOMOBILE USE GUIDELINES

1. Drivers must be adults (21 years or older). Personal Automobile Use Permission Form must be completed and on file before a trip is taken.
2. Drivers must possess:
 - a. Valid driver's license
 - b. Minimum liability insurance as required by the WCSD including:
 - A copy of the "Declaration Page" (with applicable expiration date) indicating minimum amounts as: \$100,000 per person; \$300,000 per accident; and \$100,000 per property damage
 - c. A driver who meets all other district requirements but who is unable to comply with WCSD's minimum liability insurance requirement must sign a Waiver of Responsibility form and will only be able to transport his/her own child(ren).
 - d. Good driving record
3. All required consent slips must be on file prior to a trip.
4. Number of passengers (including driver) may not exceed the capacity for which the vehicle was designed. In no case can the number of passengers, including the driver, exceed the number of seat belts available. The total number of student passengers shall not exceed nine (9), no matter the size of the vehicle. At no time shall the driver's vision be obstructed.
5. The driver will not be allowed to carry non-District personnel if they have not been approved as volunteers for the specific trip. Non-students (i.e. other children of the driver or volunteers) will not be allowed as passengers in vehicles used for the field trip.
6. Child seats and seat belts:
 - a. All children under the age of eight (8) and less than four feet nine inches tall (4'9") must be properly secured in a rear seat in an appropriate child passenger restraint system meeting federal safety standards.
 - b. Children under the age of eight who are 4'9" or taller may be secured by a safety belt in the back seat.
 - c. All children over the age of eight are to be properly secured in a safety belt.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. All other passengers must wear seat belts.
7. The driver or any other person in the vehicle shall not smoke or have in his/her immediate possession a lighted pipe, cigar, or cigarette containing tobacco or any other plant.
8. Trip routes to points outside of the district in excess of ten (10) miles must be approved in advance by the site principal or designee.
 - a. The limit on the distance of transporting students in private vehicles shall be a radius of 125 miles. The most direct route should be followed whenever possible.
9. Use of personal automobiles where hazardous road conditions exist is prohibited (includes hazardous conditions declared by California Highway Patrol or other City, County, State or Federal agencies authorized to monitor road conditions).
10. The driver shall refrain from cell phone usage while driving; even the use of a legal Blue Tooth should be avoided as a distraction.