




# BULLETIN

**SUBJECT:** RESTRICTION FOR VEHICLES USED TO TRANSPORT STUDENTS 2014-15 No. AS-9

**TO:** Site and Department Administrators

**DATE:** August 13, 2014

**PREPARED BY:** Martine Kruger **DEPARTMENT:** Risk & Disability Management

**REVIEWED BY:** Keyshawn Marshall **APPROVED:** 

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**Reminder:** Our District's self-insured risk pool does not cover 15 passenger vans, which includes rented or borrowed vans. It is unlawful for employees, administrators or parents to drive students in a vehicle that carries more than 10 passengers (including the driver) unless the driver holds a Commercial Drivers License and School Pupil Activity Bus (SPAB) Certification and the vehicle is SPAB certified. This vehicle must pass the same inspections as a regular school bus. The driver must meet the requirements of a school bus driver. The seats cannot be removed from a 15-passenger vehicle to meet occupant requirements. The vehicle must have been manufactured and maintained as a 10-passenger (including driver) vehicle for it to be allowable as transportation for students without the licensing restrictions mentioned above. These regulations are intended for your protection as well as that of students, staff, parents, vendors and the District.

**Van Rentals:** Vans may be rented or leased from vendors as long as they meet the 10 passenger or less (including the driver) rating. The rental of a van that has the capability of carrying more than 10 passengers (including driver) is an unauthorized purchase and cannot be reimbursed with District funds. K-12 schools in California MAY NOT use a 15 passenger van to transport students even if seating capacity is reduced to 10 occupants or less.

**Buses:** If you require transportation for students, please contact the District Transportation Department at 277-6701. They may be able to provide a bus or van for your trip or can give you a list of approved charter bus lines that may be hired.

Please share this important information with your staff, especially coaching staff and others who coordinate trips requiring this type of transportation.

Contact the Office of Risk & Disability Management at 643-9421 if you have any questions.