

**CLOVIS UNIFIED
SCHOOL DISTRICT**

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Student Transportation Management

TRANSPORTATION FOR SCHOOL-RELATED TRIPS/PRIVATE VEHICLES

Exhibit No. 3541.1(2) - Instructions for Drivers of Private Vehicles shall be used in accordance with Board Policy and Administrative Regulation No. 3541.1.

Adopted: 03/24/2010

Amended: 07/02/2013, 04/23/2021 (EXH 8302(2) renumbered as EXH 3541.1(2))

Doc# 49790-3 (04/2021, 11/2007)



EXHIBIT NO. 3541.1(2)
INSTRUCTIONS FOR DRIVERS OF PRIVATE VEHICLES

Please comply with the following when using your vehicle to transport students during approved field trips or other school activities or events:

1. Register with the District by completing the following forms:
 - a. Exhibit No. 3541.1(1) - Private Vehicle Driver Application.
 - b. Exhibit No. 6153(1) – Participation in Voluntary Field Trip - Consent, Assumption of Risk, and Emergency Medical Authorization (if applicable).
 - c. Exhibit No. 1240 – Volunteer Application Form (if applicable).
2. Provide the District with a copy of your driver’s license, vehicle registration, and vehicle insurance card.
3. Notify the District of any changes in the information provided on Exhibit No. 3541.1(1) – Private Vehicle Driver Application and provide the District with updated copies of driver’s license, vehicle registration, and vehicle insurance card when renewed.
4. Carry only the number of passengers for which your vehicle was designed. If you have a pickup truck, carry only as many as can safely sit in the passenger compartment.
5. Check the safety of your vehicle: tires, brakes, lights, horn, suspension, etc.
6. Require each passenger to use an appropriate child passenger restraint system (child car seat or booster seat) or safety belt in accordance with law.
7. Do not smoke a pipe, cigar, or cigarette or vape while there are minors in the vehicle, as required by law.
8. Obey all traffic laws.
9. Take the most direct route to the destination or event without unnecessary stops.
10. In case of emergency, keep all students together and call 911 and the Principal of the school or other District official coordinating the event.

THIS FORM REMAINS ON FILE AT SCHOOL SITE FOR 2 YEARS
DO NOT SEND TO TRANSPORTATION