

BUSINESS SERVICES

OPERATIONS

TRANSPORTATION

FIELD TRIP TRANSPORTATION

Students transported by bus to school-sponsored activities shall be transported in either School Buses or School Pupil Activity Buses, as defined by the California Vehicle Code, Sections 545 and 546 respectively.

School Buses or School Pupil Activity Buses may be requisitioned one of two ways:

A. Through the transportation provider with which the District maintains an Agreement for Furnishing Pupil Transportation Services, using procedures established for that purpose.

B. Through a purchase agreement with a Charter Party Carrier. Site administrators who choose to make arrangements with a Charter Party Carrier are responsible for the following actions:

1. Create a Purchase Requisition, which must contain the following language:

“Carriers providing buses to Corona-Norco Unified School District must, prior to the date of service, provide a Certificate of Insurance with a Combined Single Limit not less than \$5 million, naming the District as Additional Insured.”

“Buses provided to Corona-Norco Unified School District must be currently certified as School Buses, as defined in Vehicle Code Section 545, or School Pupil Activity Buses, as defined in Section 546.”

“Drivers transporting students for Corona-Norco Unified School District must hold a valid California School Bus or School Pupil Activity Bus Certificate, Medical Certificate, and Commercial Drivers License with Passenger Endorsement.”

“Drivers are required to comply with Education Code Section 39831.5, which states: ‘Prior to departure on a school activity trip, all pupils riding on a school bus or school pupil activity bus shall receive safety instruction that includes, but is not limited to, location of emergency exits, and location and use of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit.’”

“No substitution or subcontract will be allowed. Buses provided under this Purchase Requisition must be registered to and operated by the named carrier.”

2. Verify that a Certificate of Insurance, as described above, is on file at the Business Services Division.
3. Prior to students loading the bus, the site administrator or designee shall:
  - a. Visually inspect the School Bus or School Pupil Activity Bus Certificate(s) of the bus driver(s) and the Inspection Approval Certificate(s), CHP Form 292, displayed in the bus(es);
  - b. Ask the bus driver(s) to verify his or her intention to comply with Education Code Section 39831.5, as stated above;
  - c. Record the appropriate data on a Record of Activity Bus Inspection (WH# 505.05), using one form for each bus.
4. If the carrier fails to comply with any of the requirements listed above, the site administrator or designee shall not allow pupils to board the bus(es).
5. After the trip, the site administrator shall attach the Record(s) of Activity Bus Inspection to the invoice(s) for services and forward to the Business Services Division for payment. Invoices for charter-party transportation, which are not accompanied by a Record of Activity Bus Inspection, will not be paid.

The provisions listed above shall apply equally to buses provided to the campus and paid for by parent or booster organizations, and to buses provided at no cost to the school by any other for-profit or non-profit organizations.

Buses provided at no cost shall be considered donations, as defined in Board Policy.

Prior to the trip, site administrators shall provide to the carrier the information listed in Paragraph B-1; obtain a written estimate of the retail cost of the service to be donated; and present that estimate for Board approval.

After the trip, administrators shall obtain an invoice showing the actual value of the services donated and forward the invoice, accompanied by the Record(s) of Activity Bus Inspection, to Business Services.

The provisions listed above shall not apply to buses ordered through the transportation provider with which the District maintains an Agreement for Furnishing Pupil Transportation Services.

NOTE: See Board Policies & Administrative Regulations under Instructional Programs - 6760, Field Trips; and 6761, Extended Day Field Trips

Legal Reference: Education Code 39831.5

Admin. Reg. Dated: January 28, 2002

**CORONA-NORCO UNIFIED SCHOOL DISTRICT  
 RECORD OF ACTIVITY BUS INSPECTION**

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**Site Administrator: complete one form for each activity bus; attach to invoice.**

1. DATE OF TRIP			
2. SCHOOL SITE			
3. NAME OF BUS COMPANY			
4. BUS NUMBER			
5. INSPECTION APPROVAL CERTIFICATE DATE			
6. DRIVER'S NAME			
7. DRIVER'S LICENSE EXPIRATION DATE			
8. SPECIAL CERTIFICATE EXPIRATION DATE			
9. MEDICAL CERTIFICATE EXPIRATION DATE			
10. COMPLY WITH ED CODE 39831.5?	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> </table>	Yes	No
Yes	No		

I have inspected the documents relating to the bus and driver listed above.

( ) To the best of my knowledge, this bus and driver are qualified to transport students.

( ) Pupils not allowed to board this bus – see Item # \_\_\_\_\_

\_\_\_\_\_  
 Site Administrator

\_\_\_\_\_  
 Date

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