

BOARD POLICY
San Mateo County Community College District

Subject: BP 8.45 Transportation on District-Sponsored Activities
Revision Date: 3/11

1. Privately owned aircraft may not be utilized on any District business or for any District-sponsored activity because there is no District insurance for privately owned aircraft.
2. Except in an emergency, travel by District-owned or chartered automotive equipment must be approved by the appropriate College administrator at least three weeks prior to the date of the proposed trip.
3. District-owned or chartered vehicles may be used for field trips, athletic trips, and other activity trips where attendance of students or staff is required. However, use of District-owned vehicles for student transportation will be given priority.
4. All trips involving students in District-owned or chartered automotive equipment shall be supervised by the appropriate faculty or staff to ensure compliance with all District and College policies and procedures.
5. Persons who are designated to drive District-owned vehicles on College-sponsored activities must have a clean driving record, as outlined in (6) below and possess a valid Class C, Commercial driver's license.
6. The drivers of any vehicles for College-sponsored activities must have a clean driving record (zero points). The names and driver's license numbers of requested drivers must be submitted to the Human Resources Department so that the requested driver's record may be checked by the DMV to determine if a clean driving record exists. Human Resources will approve or disapprove the request.
7. Student drivers in voluntary car pools will not be reimbursed for any expenses incurred when carpools are used as the means of transportation on field trips.
8. No faculty or staff shall direct the use of student automobiles or assign passengers or otherwise exercise control over use of voluntary car pools on authorized field trips.
9. Voluntary student car pools, involving both the student driver and passengers, are not covered by the District's insurance. The District's insurance will cover all students during the actual period of the field trip, beginning when the responsible faculty or staff member begins the class/activity on location, and ends when the class/activity is officially terminated on location.
10. Class/activity begins when the faculty or staff member convenes the class/activity on location and ends when the class/activity is terminated on location.

BP 8.45 Transportation on District-Sponsored Activities (continued)

11. All persons participating in a field trip or District- or College-sponsored activity shall complete appropriate forms, which include waiving all claims against the District for injury, accident, illness, or death occurring by reason of the trip.
12. The College Deans responsible for athletic programs shall be responsible for scheduling the use of District/campus-owned vehicles. In the event that chartered vehicles are required, the Deans responsible for athletic programs will make arrangements and submit appropriate documentation, prior to the trip, to the Office of the Vice President of Student Services.