

The District may provide for the use of vehicles, commonly designated as Types 10, 20 or 21 pupil transportation vehicles, which do not meet the requirements of a "school bus" for the purpose of transporting students, licensed, classified or other supervisory personnel to and from co-curricular and extracurricular activities sponsored by the district.

The vehicle shall be insured for bodily injury, property damage, uninsured motorist coverage and personal injury protection. The superintendent / designee will recommend amounts to adequately protect the district against loss.

The District will meet or exceed minimum driver requirements and procedures as set forth in OARs 581-053-0545-0555, as summarized below. The District shall meet seatbelt and child safety system requirements required by state law.

When a district vehicle is used for student transportation, the following requirements will apply:

1. Driver shall meet all state/district-established criteria for driving a van;
2. Driver shall hold a valid first-aid card;
3. Driver shall know bus evacuation procedures;
4. Driver shall enforce the Student Code of Conduct for bus riders;
5. The driver and all occupants shall use seat restraints at all times when the vehicle is in motion.

Type 10 Vehicle FAQ

A. What is a Type 10 vehicle?

A vehicle with a capacity of 10 persons or less (including the driver) used to transport students for the purpose of school activities.

B. Some examples of Type 10 vehicles:

1. District Vans
2. District Suburbans
3. Rental Vans - from any rental agency or motor company.
4. Staff Members' Automobiles - When used to transport students on field trips, community experience, work experience, or recreational activities.

NOTE: Use of a staff members personal vehicle for the unscheduled transportation of a student home or to the doctor would not be a regulated activity. Neither driver nor vehicle would have to comply with the Type 10 regulations.

C. Regulations for Type 10 Vehicles:

1. Shall have a maximum capacity of 10 persons including the driver.

(NOTE: This does not allow use of a larger capacity (12-15) vehicle and only carry 10 passengers.)

2. Actual seating capacity shall be no more than 10 total.

3. Shall be manufacturer's standard construction.

4. Shall have a maximum GVWR of not more than 10,000 lbs.

5. *Shall carry a 24 unit first aid kit.

6. *Shall carry a 5 lb. 2A10BC fire extinguisher.

7. *Shall carry D.O.T. approved triangle road reflectors.

8. Shall be equipped with Oregon approved seat belts at each seat position.

9. Shall be inspected annually in accordance with OAR-581-53-008 (1 & 2). (Staff member vehicles are exempt "unless" the primary use of said vehicle is for the transportation of students.)

10. Rental vans are not exempt and must have a State Form 581-2255 (Annual Vehicle Inspection and Maintenance Report) on file unless that vehicle is less than 1 year old.

*Items furnished during school year on a use basis for staff member vehicles.

D. Requirements for Drivers are:

1. School activity use only (sports, field trips, community service, work experience, or recreation).

2. At least 18 years of age.

3. Possess a valid drivers license or Class C CDL

4. Possess a valid first aid card within 120 days of first use of Type 10 vehicles.

5. Pass a criminal record check, certificated staff are exempt.

6. Receive training and/or information on emergency procedures, evacuations, pre-trip inspections, driver rules, accident report, laws and limitations.

7. Be judged by local officials to have the ability to safely operate and perform related duties with Type 10 vehicles.

8. Be maintained on an approved drivers list at the Oregon Department of Education.
9. Operate the vehicles in accordance with driver rules prescribed in OAR 581-53-545.
10. Report driving and criminal convictions as required in OAR 548-53-006 (within 15 days).

E. To Become a Certified Type 10 Vehicles Driver:

1. Each person wishing to be certified as a Type 10 Vehicle Driver must have on file at the Transportation Office:

- a. A photocopy of your current valid drivers license or C.D.L.
- b. A photocopy of your drivers abstract from the Oregon Department of Motor Vehicles. (This must be updated annually). The Transportation Department can assist you in ordering your abstract.
- c. A Form 2282 - Criminal Records Check. (Certificated personnel are exempt from this step.
- d. Completed copy of a test based on information regarding Type 10 Vehicles and drivers. (Test available from the Transportation Office - Bend)

NOTE: Any driver not certified as a Type 10 Vehicle Operator shall accept full responsibility in case of an accident.

Legal Reference(s):

ORS 811.210
ORS 815.055
ORS 815.080
ORS 820.110
ORS 820.190

OAR 437-002-0223
OAR 581-053-0006
OAR 581-053-0010
OAR 581-053-0545
OAR 581-053-0550
OAR 581-053-0555
OAR 735-102-0010

DATED:
REVISED:
REVIEW DATE: 11/04/02, 11/06/08
REVIEWED BY: Policy Committee

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

Transportation of students will be by the district's transportation system or by a school district employee's automobile, properly insured, except as provided below.

Parents and other designated adults may be permitted to use private vehicles to transport students other than their own on field trips or other school activities if the following conditions have been met prior to providing the transportation:

1. The school administrator has approved the activity and the mode of transportation;
2. A permission slip submitted by each student's parents has been received by the principal or his/her designee, granting permission for the student to participate in the field trip and to ride in a privately-owned automobile;
3. The parent or other adult driving the vehicle has complied with the volunteer background checks as required for all volunteers as stipulated in **KCA – AR Volunteers in Schools**, completed the questionnaire required in **EEAE-AR Proof of Liability Insurance for Volunteers Transporting Students**, and submitted the questionnaire to the principal or supervisor.
4. The parent, employee or other adult driving the vehicle is properly licensed to drive and has the automobile liability insurance required in the State of Oregon and by the district, currently no less than \$100,000 minimum per occurrence for bodily injury and property damage liability;
5. An adequate number of seat restraints are available, including when applicable, a child safety system for a child four or five years of age or who weighs between 40 and 60 pounds, regardless of age, and the adult driver must require their use. The child safety system must elevate the person so that a safety belt harness properly fits the individual and meets the minimum standards and specifications of law. Training in the proper installation and use of child safety systems may be required.

Legal Reference(s):

ORS 801.455
ORS 811.210
ORS 815.055
ORS 815.080

DATED:
REVISED:
REVIEW DATE: 4/22/02, 4/2/07, 4/30/07
REVIEWED BY: Leadership Council

OAR 735-102-0010

BEND - LA PINE SCHOOLS

**PROOF OF LIABILITY INSURANCE FOR
VOLUNTEERS TRANSPORTING STUDENTS**

Administrative School District No. 1
Deschutes County, Oregon
ADMINISTRATIVE REGULATIONS

**Section: Support
CODE: EEAE-AR**

Dear Parent,

You have volunteered to transport students of the district for a field-trip function or for some other school approved purpose. In order to serve as a volunteer driver, you will be required to provide coverage of no less than \$100,000 combined single limit bodily injury and property damage liability, you must have a valid driver's license, and you cannot have a felony or misdemeanor criminal conviction for a crime involving the use or operation of a motor vehicle within the last ten (10) years. Your driving record will be checked for insurance company acceptability and for prior felony or misdemeanor criminal convictions involving the use or operation of a motor vehicle. This information is confidential. Please be aware that in the event of an accident, your insurance will be primary coverage.

As required in **EEADB-AR STUDENT TRANSPORTATION IN PRIVATE VEHICLES**, volunteer drivers are required to submit to a volunteer background check.

Please COMPLETE the following questionnaire, providing all of the requested information. SIGN where indicated and RETURN to the school office four (4) working days PRIOR TO THE DATE OF THE EVENT.

Insurance Company Name: _____
(not agent's name)

Effective Date: _____

Policy Number: _____

Policy Limits: _____
(must be \$100,000 minimum per occurrence)

Date of Birth: _____

Oregon Driver License No.: _____

I **have not** been convicted of a felony or misdemeanor crime involving the use or operation of a motor vehicle in the last ten years.

Signature: _____ Date: _____

Parent Name: _____
(as it appears on your driver's license)

Address: _____

Daytime Phone: _____

Return this form to the building principal. If you do not have the required coverage, a valid driver's license, and/or have been convicted of a felony or misdemeanor crime involving the use or operation of a motor vehicle within the last ten (10) years, you will not be allowed to transport students. Please be advised that your insurance company may increase coverage for specific dates.

The District recognizes the need for some school employees to use their own automobiles for school purposes regularly or occasionally. To safeguard district employees, and students in matters of liability, particularly as this relates to an employee transporting a student or students, the following policy will be observed:

1. To use a private vehicle for school purposes, the employee must have the prior authorization of immediate supervisor.
 - a. This permission may be in the form of a standing permit for employees who use their own cars regularly for school purposes. This permit will state the particular purpose and whether it includes transportation of students;
 - b. For all special trips involving students, including field trips, a separate authorization must be obtained in advance for the specific trip from immediate supervisor.
2. All persons operating their private vehicles on behalf of the district must carry automobile insurance in amounts specified by the district, currently no less than \$100,000 minimum per occurrence for bodily injury and property damage liability. In all cases, employees' private insurance will serve as primary coverage for any property and liability damages resulting from the operation of the vehicle on school business;
3. The district will assume no responsibility for liability in case of accident unless the employee has the authorization described above;
4. The District specifically forbids any employee to transport students for school purposes without prior authorization by the immediate supervisor; and
5. No student will be sent on school business with an employee's automobile or a district-owned automobile.
6. Whenever practical, at least two staff members [will] [should] accompany a student being transported in a private vehicle.

Legal Reference(s):

ORS 30.260 – 30.265
ORS 332.107
ORS 801.455
ORS 811.210
ORS 815.055
ORS 815.080
ORS 735-102-0010

DATED:
REVISED:
REVIEW DATE: April 22, 2002, 2/2/09
REVIEWED BY: Leadership Council

**BEND - LA PINE SCHOOL DISTRICT NO 1
ADMINISTRATIVE REGULATIONS
CODE: JHFA-AR
DATED:
REVISED:
REVIEW DATE:
REVIEWED BY:**

SUPERVISION OF STUDENTS

The district is responsible for the well-being of students while they are the charge of the district.

To fulfill this responsibility, the following procedures and rules shall be followed by district employees:

1. Vigilant attention and effort is needed by all district employees to develop and enhance proper school conduct. By constant attention to the needs of students, the teacher and supervisor will be more apt to learn of any improper conduct and take proprietary, reasonable and prudent actions to correct undesirable situations;
2. Students must leave the grounds immediately after school unless granted permission to do otherwise by the principal or taking part in a sanctioned school activity;
3. Staying after school should be looked upon as a privilege - not a punishment. Parents have a right to expect their students home immediately after the close of school. If they are kept, the limit shall be 30 minutes and the parents should be notified;
4. District employees should have an awareness that community residents have a right to privacy and freedom from abusive behavior. Students must not loiter, litter, trespass or create nuisance conditions for residents of the community. While the district cannot be held responsible for the acts of students to and from school, the students shall be subject to school discipline when they enter district premises and the schools shall have a responsibility to cooperate with law enforcement agencies to which law violations affecting community members are reported.

VOLUNTEERS IN SCHOOLS

Many individuals with sincere motivation and a strong desire to be of help in our schools offer to serve as volunteers and to place their skills and expertise at the service of the students and teachers. The Board believes that citizen participation at the local school level is vital to the success of each school and the district. The Board further believes community volunteers in our schools can enrich the educational opportunities for all students, by providing assistance to the district in carrying out the educational program, ensuring the orderly administration of the school, and in protecting the safety and welfare of students.

The goal of the school volunteer program is to provide ongoing instructional and support services to students and support to the classroom teacher both in school settings during the regular school day and in after-school programs. Community volunteers in district schools should be encouraged and permitted within the considerations of the requirements of the educational program, the orderly administration of the school, and the safety and welfare of students. Community volunteers work under the direction of the school and to serve the interests of the school, not to promote or serve personal interests.

The district is responsible for the schools' supervision and administration. To ensure that the schools' educational program is carried out, and that the orderly administration of the schools and the safety and welfare of students is not compromised, all persons desiring to volunteer at district facilities must:

1. Complete a community volunteer application;
2. Submit to a criminal history background check;
3. Participate in training related to procedures and expectations for volunteers; and
4. Agree to be bound by the terms of the district's volunteer program guidelines.

In developing a school volunteer program, the administration is directed to provide:

1. Plans for recruitment and training of potential volunteers;
2. Procedures for checking the criminal history of potential volunteers;
3. Programs for training professional staff in the utilization of volunteers.

Individuals who fail to clear the criminal history check or who fail to comply with the guidelines established by the district may be denied the right to volunteer in the schools.

The Superintendent shall develop an Administrative Regulation consistent with the Oregon Revised Statutes and Administrative Regulations to implement this Board Policy.

Legal References:

ORS 326.607

ORS 332.072

VOLUNTEERS IN SCHOOLS

The district shall encourage the utilization of community volunteers in district schools for the primary purpose of enriching the educational opportunities for all students.

DEFINITION OF A VOLUNTEER:

A school volunteer is defined as a non-paid person functioning within the policies of the Board who shall serve under the immediate supervision and direction of the professional staff of the district to whom he/she is assigned. Volunteers are there to serve the interests of the schools, not to promote personal interests of the volunteer or interests of other groups. Volunteers shall serve without compensation of any type or other benefits accorded to employees of the district.

Nonexempt employees¹ may be permitted to volunteer to perform services for the district provided the volunteer activities do not involve the same or similar type of services² as the employee's regularly assigned duties. In the event a nonexempt employee volunteers to perform services for the district that are the same or similar as the employee's regularly assigned duties, the Board recognizes that under the Fair Labor Standards Act (FLSA), overtime or compensatory time must be provided.³

RESPONSIBILITIES:

The district is responsible for the schools' supervision and administration. To ensure that the schools' educational program is carried out, and that the orderly administration of the schools and the safety and welfare of students is not compromised, all persons desiring to volunteer at district facilities must:

1. Complete a community volunteer application;
2. Submit to a criminal history background check;
3. Participate in training related to procedures and expectations for volunteers;
and
4. Agree to be bound by the terms of the district's volunteer program guidelines.

¹There are three types of FLSA exemptions: those for executive, administrative and professional employees. Generally, employees who are exempt under the executive, administrative or professional exceptions must primarily perform executive, administrative or professional duties at least 50% of the employee's time.

²Instructional assistant duties are generally viewed to be the same type of service, supervising and instructing students, as coaching.

³Districts should review with legal counsel the use of non-exempt employees in extracurricular activity positions such as coaching and as advisors for cheerleading and other district-sponsored activities for FLSA district impact.

Persons who volunteer in the schools will be asked to provide information and to select the types of volunteer activities in which they are interested.

CONFIDENTIALITY:

The foundation of all school volunteer programs is confidentiality. While volunteering, volunteers may observe, read and/or hear much about students and their school or home experiences. It is of utmost importance that volunteers respect the privacy of all students and never repeat anything about students or staff.

DEPENDABILITY:

Volunteers should be prompt and consistent. If a volunteer is late or unable to fulfill their commitment, they must call the school office. We understand there will be times when volunteers are ill or unable to volunteer for good reason. If volunteers anticipate an absence, they should notify the staff as far in advance as possible.

CRIMINAL HISTORY RECORDS CHECKS:

The District shall require criminal history records checks as conducted by the Oregon Department of Education for all school volunteers having “direct, unsupervised contact with students.” As defined by OAR 581-22-1730, “direct, unsupervised contact with students, means: contact with students that provide a person opportunity and probability for personal communication or touch when not under direct supervision.” This criminal history records check shall be conducted at least once each three years for individuals to remain cleared to volunteer in schools. For any reason deemed sufficient by the district, a criminal record check may be conducted more often than every three years. This regulation also applies to volunteers in supervised situations who provide services on a regular and on-going basis.

To provide consistency in the district in determining the appropriateness of individuals working with children, the district will use the same guidelines currently in place for reviewing criminal conviction(s) or pending charges(s) for employees in determining if a volunteer candidate is accepted or rejected.

NOTIFICATION, PROCESSING AND REPORTING CRIMINAL RECORD CHECKS:

The District shall provide notification to volunteers that criminal history records checks are required by school Board policy. All volunteers will be required to complete the District’s Volunteer Application form and the form titled Criminal History Verification of Applicants.

1. The school sites shall retain the Volunteer Application form.
2. The Criminal History Verification of Applications will be sent to the Human Resources Department in sealed envelope for processing. In order to ensure confidentiality of information furnished for prospective volunteers, the school

staff will be directed not to review any completed forms, not to open any envelope, and to refer all questions from volunteers directly to the Human Resources Department.

3. The Human Resources Department will send the Criminal History Verification of Applicants form with appropriate fee to Oregon Department of Education.
 - a. The District will pay the fee to cover the cost for all school volunteers.
 - b. Fees are payable when the application form is sent to the Oregon Department of Education.
4. The Human Resources Department will make a master list of all approved volunteers available to schools. Individuals who are not approved will be notified by the Human Resources Director or designee.
5. Once distributed from Human Resources, the School Office Manager or designee will be responsible for maintaining the list of approved volunteers in their buildings.
5. A central registry of approved / not approved volunteers will be maintained in the Human Resources Department.

SUSPENSION / TERMINATION OF VOLUNTEER ASSIGNMENT:

If the District receives information which alleges the misconduct by a volunteer or a person seeking a volunteer assignment, then the District will suspend the person from his or her volunteer assignment pending the resolution of the allegation. After the allegation has been resolved, the District may assign the person as a volunteer or inform the person that working as a volunteer is not acceptable.

Any person required to submit to criminal history records check under Board policy will be terminated from consideration as a District volunteer by the Superintendent or designee immediately upon the following:

1. Refusal to consent to a criminal history records check; or
2. Notification by the Oregon Department of Education that the volunteer has made false statement as to a conviction of a crime or conviction of crimes prohibiting employment with the District as specified in Oregon law; or
3. Notification by the Oregon Department of Education that the volunteer has been convicted of a crime prohibiting employment with the District as specified in Oregon law.

DIRECTION TO LEAVE:

An approved volunteer may be directed to leave at any time by any teacher or administrator.

A direction to leave revokes any permission to volunteer or license to enter. Whenever possible, the direction should be given in writing or followed by written notice which identifies the issuer. The principal's office should be notified of any direction to leave and given a copy of any written notice.

Those who insist on remaining despite a request to leave and who thereby create a disruption of the carrying on of school business will be render a volunteer liable for criminal trespass pursuant to Oregon Revised Statutes and a report will be made to the appropriate law enforcement agency.

Any volunteer who commits a violent act or threatens to commit a violent act toward a student or staff member while on school grounds, at a school sponsored event or on the way to and from school or who is alleged to have violated the district's community volunteer program guidelines, shall be reported immediately to the principal, superintendent, and law enforcement when appropriate. The superintendent or designee shall immediately contact any students involved, investigate any alleged violations, and prepare a written report detailing the findings and actions taken.

APPEALS:

1. Volunteers may appeal a determination which prevents their services in the District with a written appeal to the Superintendent or designee within fifteen (15) working days of receipt of the District's determination preventing volunteer service with the District.
2. The Superintendent or designee shall meet with the individual involved to discuss the appeal and respond in writing within ten (10) working days of receipt of the appeal.
3. If the individual is not satisfied with the decision of the Superintendent or designee, he / she may submit a written appeal to the Board. This appeal should be filed in writing within fifteen (15) working days of receipt of the Superintendent's or designee's decision.
4. The Board shall consider the appeal at its next regularly scheduled Board meeting. The Board will reply to the appeal in writing within ten (10) working days of the regularly scheduled meeting. The Boards decision will be final.

SIGN IN:

Each school office shall have a volunteer log book for volunteers to sign and identification for volunteers to wear. Volunteers shall sign in and out each time they volunteer. Schools may develop an alternative method to account for volunteer hours in the case of regularly scheduled volunteers. A record of the number of hours spent as a school volunteer will

document a volunteer's presence in the building and provide information for recognition and insurance purposes.

SUPERVISION:

Volunteers will be supervised by the staff person they are assisting. If a volunteer has any concerns or questions, they should be brought to the attention of their immediate supervisor. Suggestions and opinions are always welcome. It is the professional staff, however, that are responsible by law for the decisions that are made regarding the instruction of students and the management of the school.

STUDENT DISCIPLINE:

Volunteers are to report all discipline problems to the teacher, principal or staff person in charge of the area. The responsibility of all discipline rests with the professional staff of the school.

SCHOOL POLICIES:

All school policy handbooks are in each office. Volunteers should ask a staff person to view the handbook if they have any questions regarding school policies. All staff and volunteers are expected to follow school policies.

RELIGIOUS INSTRUCTION:

The constitutions of the United States and the state of Oregon require school districts to take a neutral position concerning religion. Public schools cannot aid one religion or all religions or prefer believers to nonbelievers. However, schools may provide instructional activities relating to historical and cultural aspects of religion under the following circumstances: (1) the activity must reflect a clearly secular purpose; (2) it must have a primary effect that neither advances nor inhibits religion; and (3) it avoids excessive entanglement with religion.

If student discussion groups are permitted to meet on school premises, student religious discussion groups may meet on school premises when the facilities are not being used for school purposes. Prior arrangements for such meetings must be made by contacting the school principal. Except as provided in board policy for the leasing of school facilities by religious groups, non-students are prohibited from meeting with students on school premises for any type of religious activity.

Legal Reference(s):

ORS 164.245	ORS 326.607
ORS 164.255	ORS 332.072
ORS 166.025	ORS 342.143
ORS Chapter 243	OAR 581-22-716
	OAR 839-020-000

Reviewed by Leadership Council: 10-23-2006 (Replaces previous KCA-AR & IICCA/KCAA-AR)
Approved: 10-23-2006

