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To: All Principals, Athletic Directors

Bulletin No. RM-14-012

From: Derek Harris, Senior Director
Risk Mgmt. /Transportation

November 5, 2014

Subject: Van Usage – District Field Trips

The purpose of this bulletin is to clarify appropriate usage of District vans and to provide guidelines for the need for a school bus/charter bus, when applicable. Risk Management is aware of the efforts it takes to raise funds and the need to provide cost effective means of transportation. Additionally, we have the responsibility to ensure that students are transported in a manner that mitigates our liability and ensures a safe and responsible method of transportation.

Use of District Vans:

The District's van fleet is aging and depreciating at an accelerated rate. The probability of mechanical failure is becoming more probable with each mile driven. Additionally, the further they are driven increases the difficulty of the District's mechanical staff to reach the vehicle in the event of a breakdown. Use of District vans will be limited to the following counties: Los Angeles, Orange, Riverside, San Bernardino, and Ventura. Additionally, the limit also includes portions of Imperial, Kern, San Diego, San Luis Obispo and Santa Barbara counties. If traveling outside of these counties, a rental van will need to be secured. Drivers may be assigned additional defensive driving training courses.

Use of District Bus/Charter Bus:

The need for a bus shall arise when your transportation needs require the use of more than two (2) vans. The Transportation Department will assist you through the process.

Please feel free to contact the Risk Management at (909) 820-7700 ext. 2111 or the Transportation Department at (909) 820-7862, should you have questions or need additional information.

CC: Mohammad Z. Islam, Interim Superintendent
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