

## **Proposed Transportation Policy**

Cape Romain Environmental Education Charter School utilizes transportation services through Coastal Bus Line. A bus fee will be added to the cost of the field trip. Occasionally, parent chaperone drivers may be asked to drive students on off-premise field trips. Parent drivers will assume the insurance requirements of transporting students. **All drivers MUST provide the office with Proof of Insurance and the Number of seatbelts (lap or shoulder).** It is imperative that all car safety regulations are observed while transporting other people's children.

### **Use of Adult Volunteers and/or CREECS Employees to Transport Students**

An adult volunteer transporting students in a private or rental vehicle shall meet the following criteria:

- A. be at least twenty-one years old;
- B. provide the office with a copy of a valid driver's license;
- C. successfully pass a criminal background check;
- D. have liability coverage; and
- E. have not had a conviction in the past ten years for an alcohol/drug related driving violation or more than two moving violations in the last twelve months.

Adult volunteer drivers of private or rental vehicles who provide transportation for students from school to approved school events, including field trips and extracurricular activities, must complete an Automobile Transportation Record for Student Activities form.

Parents must give prior informed consent for students to be transported by an adult volunteer driver.

## **Practices and Policies of Coastal Bus Line**

### **Drivers:**

- Drug, alcohol screens at hire and random
- Criminal background checks
- 10 year driver record review at hire and annually
- DOT physical at hire and annually
- Mandatory continuing education and training
- Pre- and post-trip after every pick up and drop off and when returning to yard to ensure no sleeping children are left behind

### **Vehicles:**

- Meet or exceed DOT standards and safety requirements
- Undergo routine maintenance and daily inspection
- Equipped with:
  - Seat belts
  - Air conditioning
  - GPS
  - Security cameras on 90% of all vehicles
- Proximity to school allows for faster attention in the event an unexpected need arises

**Cape Romain Environmental Education Charter School**  
**1011 Old Cemetery Road**  
**McClellanville, SC 29458**  
**Office: 843.887.3323**

**Field Trip Permission Slip**

Trip Name and Location \_\_\_\_\_

Cost \_\_\_\_\_

\_\_\_\_\_ **Students should wear their school uniform and pack a lunch that does not need to be microwaved.**

\_\_\_\_\_ **Students should wear their school uniform and bring money for lunch.**

Departure Date and Time \_\_\_\_\_

Return Date and Time \_\_\_\_\_

Head Chaperone \_\_\_\_\_

Student's Name: \_\_\_\_\_

I, \_\_\_\_\_, hereby give permission for my son/daughter to participate in the above field trip. I do hereby certify that I will not hold Cape Romain Environmental Education Charter School responsible for injuries or accidents my child might incur while participating in the school sponsored activity when the sponsors have used good and reasonable judgment.

Be it also known that I, the undersigned parent/guardian of the above named student, authorize Cape Romain Environmental Education Charter School to provide first aid and/or transport my child to the nearest medical facility treatment of my son/daughter in my absence.

\_\_\_\_\_  
Parent/Guardian Signature and Date

\_\_\_\_\_  
Contact Phone Number

\_\_\_\_\_  
Secondary Contact Phone Number

Unless otherwise stated, your child will return to school.

1. \_\_\_\_ My child will ride home from the event with \_\_\_\_\_.

2. \_\_\_\_ My child will ride to and from the event with \_\_\_\_\_.

I understand that if I choose option 2 my child will be marked absent from school on this day.

**Student Passenger In A Private or Rental Vehicle**  
Cape Romain Environmental Education Charter School  
1011 Old Cemetery Road      McClellanville, SC 29458

With prior approval of the school principal, a private or rental vehicle may be used to transport a student to a school activity. The following requirements apply for authorized use of private or rental vehicles.:

1. Drivers may be a coach, teacher, parent, guardian, or other adult twenty-one years of age or older.
2. Drivers must have a valid South Carolina driver's license.
3. Drivers may not transport students if they have had a conviction in the past ten years for an alcohol/drug related driving violation or have had more than two moving violations in the last twelve months.
4. Drivers who are volunteers must have successfully completed a criminal background check if they will be transporting students.
5. Drivers must have liability insurance coverage for the vehicle.
6. The driver and all passengers must wear seat belts. It's the law.
7. The parent/guardian must give prior consent for his/her student to be transported by an adult driver in a private or rental vehicle to a school activity.
8. Drivers must confirm they will not be using a 15 passenger van or vehicle with more than 11 seats.

Field Trip Destination:

Date of Trip:

Parent/Guardian: I give my permission for my student \_\_\_\_\_  
to be transported by an adult driver to an approved school activity as noted above.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Automobile Transportation Records For Student Activities  
CREECS Volunteers and Employees

Name of Driver \_\_\_\_\_

Home Address \_\_\_\_\_

city

state

zip

Driver's License Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

Vehicle Insurance Company \_\_\_\_\_

Policy Number \_\_\_\_\_ Effective Dates \_\_\_\_\_

With prior approval of the school administration, a CREECS volunteer or employee may provide transportation for students in a private or rented vehicle from school to approved school event.

- Each driver must have liability insurance coverage.
- Each driver must provide a copy of a valid driver's license and proof of insurance.
- Each driver must not have been convicted in the past ten years for an alcohol/drug related driving violation or more than two moving violations in the last twelve months.

\_\_\_\_\_  
Signature of Driver

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of School Administrator

\_\_\_\_\_  
Date