

Charter School Best Practices

Always confirm with your school's insurance provider regarding coverage, exclusions, or specific requirements before engaging in the activities listed below.

Student Transportation

If permissible by your school, acceptable private-passenger vehicles used for transporting students should meet the following requirements:

- Any vehicle with the capacity of 12 or more used to transport students is classified by regulatory authorities as a "school bus" and cannot be used to transport students unless it has been modified to meet all federal and state safety regulations of a school bus.
- The vehicle must be in safe working condition (e.g. working seatbelts, brakes, wipers, horn, and lights).
- As required by law, children who are under 8 years old OR who are not at least 4 feet 9 inches in height must be properly secured in a federally approved child passenger restraint system.

Driver should be at least 24 years of age and have the following on file with the school:

- Driver application
- Live Scan background check
- TB Risk Assessment
- Signed Boundaries Policy
- Valid CA driving license
- Valid vehicle registration

Vendors

Any outside individual or company that comes in to provide a service to your school should be subject to the following:

- There is a written agreement (can be a simple letter of understanding) that states why the person is there, requires proof of liability insurance and other appropriate risk transfers, and has been fingerprinted or cleared for TB as applicable.
- If they are working with your students on your behalf, they should be provided with an interaction policy that guides their behavior with students.
- You should apply these rules to all vendors, groups, facility users equally so you are not charged with discriminatory practices.

Student Supervision & Safety

- Students can be resourceful in finding "creative" ways to use play equipment, fences, poles, and landscape materials in a manner not intended by the designer or installer. Unfortunately, this creative misuse of the playground often results in harm to the student or the neighboring students. Supervisors should address and correct any misuse immediately upon observation.
- Playground rules should list the types of behaviors that will not be tolerated on the playground as well as the appropriate use of the equipment. Since each school has its own unique set of circumstances, we recommend that a committee be formed to develop a set of rules designed to promote a safe and beneficial play experience for all students.
- Supervisors should be provided with a safety checklist of minimal maintenance that they should pay attention to. This included safety hazards such as loose or protruding bolts and screws on playground equipment or standing water.
- Consideration should be given to removing items such as bean bags, beds, pillows, blankets, cots, or sofas from classroom areas. These conditions may be unsanitary and the presence of this type of furnishing could be used to support allegations of sexual harassment or molestation.

We make every effort to offer accurate, common-sense risk management advice on this guide. We are not attorneys, and the content on this guide, while authoritative, is not guaranteed for accuracy and legality in every situation, and is not to be construed as legal advice. When in doubt about any information found on this guide as it pertains to your school or situation, always seek legal counsel. The information on this guide is for guidance, ideas, and assistance only.