

Student Travel

Student travel shall be planned and conducted in accordance with the following guidelines:

Student travel that requires an overnight stay and/or is in excess of a one-thousand mile round trip must have the prior approval of the Board of Education.

Approval from the Superintendent or designee is required for all travel within less than a 1000 mile round trip, and overnight trips.

When an overnight stay is required all students and parents will sign and agree to comply with the Overnight Activity Rules.

It shall be the principal's (or designee) obligation to instruct all coaches and sponsors as to their responsibilities and to make available such policies, rules, regulations and forms to facilitate the use of school buses for student travel.

It is desirable to have, at most, a 15 to 1 ratio of students to coach/sponsor. At least one coach/sponsor must be a contracted employee of the District. When staying overnight, curfews shall be established by the coach/sponsor and a room check shall be made each night.

Non-District Sponsored Activity Travel

The Board recognizes the importance of summer training for student athletes but believes that the majority of the financial burden should be borne by the parents and the students. The Board also recognizes that school bus transportation has proven to be the most safe and reliable method of transporting students. Therefore, in the interest of student safety, school buses and school vehicles may be used to provide transportation for students and others to attend summer camps or to participate in other recreational or educational activities, as long as the cost of the fuel is covered by the students/group using the vehicle. To be considered for non-district sponsored activity travel, the group must meet the following criteria:

- The students must be participating in a Board recognized extracurricular activity. This includes but is not limited to interscholastic sports, band, choir and student council.
- The students must be sponsored by a Board recognized group such as the Booster Club, PTA or a student club.
- All fundraising and disbursement of funds must be done through the sponsoring organization.

Coaches and sponsors should plan carefully and well ahead of time to ensure the availability of a bus or vehicle. All such requests shall be accompanied by such forms and information as may be required by the Director of Transportation. Approval of all such requests shall be made pursuant to this policy and shall be subject to such various substantive and procedural requirements as from time to

time may be prescribed by the Board of Directors, the Superintendent or the Director of Transportation.

Trips that exceed a 1000 mile round trip are discouraged. Permission for trips that exceed a 1000 mile round trip will be considered by the Superintendent, or designee, on an individual basis.

Expenses in addition to fuel costs will include the following:

- If the transportation is completed in a district vehicle driven by the coach/sponsor, the group will only incur the cost of round trip fuel for the vehicle.
- If using a district driver, reimbursement to the district for driver wait time will be paid up to a maximum of 10 hours per day at the substitute driver pay rate.
- Arrangements by the group will be made with the driver for lodging and meals. All driver costs are not to exceed the District established reimbursement rate for per diem.
- Incidental costs, such as, but not limited to alternative transportation in the event of a breakdown, feeding and housing of users, and similar costs will be the responsibility of the group using the motor vehicle.
- All costs resulting from vandalism occurring during the use of the motor vehicle.

In submitting a request for non-district sponsored activity travel the sponsoring group will adhere to the following procedures:

- The sponsor/coach for the group will consult with the Principal or Athletic Director prior to submitting a request.
- The Principal, or designee, will limit requests to a reasonable amount of travel per sport and approve on an individual basis.
- A completed Student Transportation Request Form must be submitted
- A roster of all students and sponsors/coaches traveling must be submitted at the MaT Building.
- Only school employees may drive school vehicles and must have passed the CDE Small Vehicle Test. If a bus is utilized, the driver will be selected by the Director of Transportation pursuant to procedures established for activity trips.
- Within thirty days of billing by the District, the sponsoring group will reimburse the District for driver wait time and other expenses. Arrangements will be made with the driver for payment of any expenses related to per diem and lodging.
- Any sponsor/coach or group who fails to pay within the allotted time period will be denied further consideration for reimbursed transportation until such time as all expenses are paid in full.
- The sponsoring group will return the vehicle with a full tank of gas.

Repeated violations of this policy including the failure to reimburse the District may lead to denial of future request.

Amended: August 10, 2016

Revised: August 8, 2023

Revised: September 12, 2023