

TRANSPORTATION FOR FIELD AND OTHER DISTRICT SPONSORED TRIPS

The transportation for all field and other District sponsored trips is to be by vehicles owned or approved by the District and driven by approved drivers. Exceptions must have the approval of the Superintendent.

For trips, including curriculum related, athletic, and other school sponsored events, the District will provide vehicles for all other trips but a mileage charge will be assessed to cover the cost of the driver and fuel. **No charge will be assessed for any field trip involving scheduled athletic events in which the students are participating, approved band and choir events in which the students are performing and others approved by administration. Charges may be waived or taken from the booster fund in individual cases of hardship.

Transportation may be limited by the availability of vehicles, drivers and scheduling and will not be available when needed for general school purposes.

All field trips shall be supervised by members of the staff. All other District sponsored trips shall be supervised by either staff members or adults from the sponsoring organization. Any time students are on the vehicle, at least one (1) sponsor, chaperone, or staff member is expected to ride in the vehicle as well as to supervise students upon return to the District and while they are waiting for rides home.

All students are expected to ride the approved vehicle to and from each activity. A special request must be made to the staff member or sponsor by the parent, in writing or in person, to allow an exception.

No student is allowed to drive on any trip. An exception may be made by district administration on an individual basis provided the student has written parental permission, and signs the district's liability waiver ([attached](#)).

The Superintendent shall prepare administrative guidelines to ensure that all transportation is in compliance with Board policy with use of District vehicles and/or use of private vehicles.