

NONINSTRUCTIONAL OPERATIONS

Extra Curricular Activities/Trips

All trips related to the school must be approved by the administration.

1. Activity trips involving twenty (20) or more students will require that the group travel in a State approved vehicle. The group will make every effort to share a bus with another school in the area.
2. Private vehicles may be used for extra-curricular activities only when the number of students involved in the trip does not exceed nineteen (19). When private vehicles are used, the building administrator must approve the driver(s), and keep a record of the vehicle description, time and date of trip and a list of passengers. Private vehicles must be driven by school staff member or a responsible adult appointed by the principal. All passengers must have a signed parental permission slip turned in prior to riding in the private vehicle. The driver must furnish evidence of adequate insurance and possess a valid unrestricted driver's license.
3. Private vehicles may be reimbursed for fuel costs once receipts are turned into the building administration.
4. When student groups of thirty (30) or less travel by air to a destination, the following ground transportation rules apply:
 - a. Vehicles (cars, mini-vans, large SUVs or coaches) must be rented from car rental agencies. Rental of 15 passenger vans is prohibited. Additional liability insurance is to be purchased at the time of rental.
 - b. The drivers of the rental vehicle(s) must be twenty-five (25) years of age and must furnish evidence of liability insurance and a valid, unrestricted driver's license. The drivers of the vehicle(s) must be approved by the building principal.
 - c. Parental permission authorizing a student to ride in such vehicle must be on file with the building principal for each student involved in the trip.

Policy History:

Adopted on: 1/12/11

Revised on: