

Field Trips

The following regulations shall govern field and activity trips:

Field Trips

1. Principals and building teachers shall carefully supervise and evaluate planned field trips for their respective buildings.
2. In planning field trips, consideration shall be given to utilizing buses cooperatively within the building and within the district.
3. Field trip requests shall be in the transportation office two weeks prior to the date of the trip. All requests must have a class/sport roster of student names.
4. Buses can be requested for use during the period of 8:30 a.m. to 2:00 p.m. Buses will also be available after 3:45 p.m.
5. No fees will be assessed to students for field trip transportation. It is possible, however, that the planned field trip will involve an admission fee at the destination. Principals shall ensure that no child who wishes to participate in a field trip with the child's class is unable to do so because of inability to pay.
6. Principals are encouraged to provide admission tickets for bus drivers when field trips demand such admission. Provisions must be made for drivers on overnight trips.
7. Field trips for each school will be allotted on a per student dollar amount. Principals will be notified in the summer regarding each school's field trip budget for the upcoming school year.
8. Each time a field trip is approved by the principal, a transportation request shall be submitted to the transportation supervisor on the proper form in triplicate two weeks prior to the trip date.
9. The transportation supervisor will return one signed copy of the trip request to the principal or designee. This merely indicates that the trip request has been received and that a bus and driver will be available at the time indicated.

10. After the field trip has been completed, the transportation supervisor will compute the field trip cost based upon established hourly field trip rates and complete three copies of the invoice. One copy will be sent to the district's finance office for deduction from the respective school's field trip budget, the transportation supervisor will retain one copy for his/her files and the third copy will be returned to the school.

Activity Trips

1. Only those trips that are part of the educational program related to activities in which the district schools participate and to which it is committed will be considered for out-of-town trips. The procedures will be the same as those for a field trip.
2. Principals are responsible for submitting a transportation request to the transportation supervisor for all activity buses except athletic team trips, which shall be the responsibility of each school's athletic director. Requests for all activity trips shall be received in the transportation office two weeks prior to the scheduled activity.
3. When a contest is involved and the driver must remain with the bus, the principal shall be responsible for providing an admission ticket for the driver.
4. Billing procedures for activity trips shall be the same as for field trips.

Approved: 1971

Revised to conform with practice: date of manual adoption.

Revised: February 27, 2001