

## **Field Trips**

Field trips and activity trips are recognized as important phases of general education in the educational program of the district.

School-approved transportation must be used for all field and activity trips, i.e. school buses, private vehicles, or commercial vehicles. When private vehicles are used, the driver must be at least 21 years of age, properly licensed, adequately insured, and meet any other district requirements.

### Field Trips

Field trips are defined as planned excursions related to the academic program of the classroom and within the school day. They are intended to supplement the program of classroom instruction.

### Activity Trips

Activity trips are defined as that part of the educational program related to activities within the district, county, state and leagues in which schools of this district participate and to which the district is committed. The primary purpose of activity trips is to assure that as many students as possible who might otherwise not be able to attend because of transportation problems are given the opportunity to participate in their school's extra-curricular activities. Activity trips are normally restricted to the secondary schools.

Activity trips fall into the following categories:

1. Athletic team trips. These trips are for the purpose of transporting an athletic team to an away from home scheduled activity.
2. Club or organization trips. These trips are for the purpose of transporting club or organization participants to meetings, events or contests at another site.
3. After school trips. Not strictly activity trips, these trips are run for the purpose of allowing students to remain after school to participate in sports or activity practices. They run each evening from the school to or near the student's home.

All overnight trips, round trips exceeding 200 miles and travel outside the state must be approved by the Board.

Principals shall be responsible for supervision of all off-campus activities involving transportation and shall assign adequate supervisory personnel.

Adopted: 1971

Revised: January 1, 1977

Revised To Conform with Practice: Date of Manual Adoption

Revised: January 21, 1992

Revised: August 1993

Revised: February 27, 2001

CROSS REF.: EEAG-R, Student Transportation in Private Vehicles  
IJOA-R-1, Field Trips  
IJOA-R-2, Field Trips  
JJH, Student Travel

LEGAL REF.: C.R.S. 40-10-116 (1) (b)

## **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

## **Field Trips**

The purpose of this regulation is to establish procedures for application and approval of student out-of-district travel for workshops and/or performances. This regulation applies only to overnight stays for students.

### **1. Application Procedures**

- a. Applications for student overnight travel must be received in the office of the superintendent at least thirty (30) days prior to the anticipated departure date.
- b. The application should be in narrative form and should contain, at a minimum, the following information:
  - Purpose of the trip
  - The trip destination
  - The sponsoring organization(s)
  - The estimated number of students who will attend
  - Staff and/or parent sponsors who will chaperone
  - Travel and accommodation information
  - Financing requested from the district
  - A detailed budget including revenues and disbursements anticipated
  - The anticipated educational benefit of the trip
- c. The application must be accompanied by a statement from the principal of the school that the principal has approved the trip and that the continuity of the students' academic program has been planned and carried out. Parental permission slips will be obtained and retained on file prior to leaving the district.

### **2. Approval**

The superintendent and the Board must approve all overnight travel by students and sponsors. The safety and welfare of the student is paramount in approving these trips. Requesting staff members/sponsors are advised to consider this matter seriously in their planning.

3. Out-of-State Trips

There are times when employees wish to take students out-of-state on educational trips. Trips of this type should be planned to take place during vacations and/or summer months.

When trip conditions make it impossible to go during off-school time, sponsors will plan so that the fewest number of school days possible will be missed.

NOTE: Out-of-state trips must be approved by the Board prior to any formal notification to parents and students or the beginning of any fund raising activities.

A professional leave form must be submitted for all employee out-of-district travel.

Approved: April 21, 1986

Revised: February 27, 2001

**MAPLETON PUBLIC SCHOOLS  
ADAMS COUNTY SCHOOL DISTRICT #1**

**Transportation Request**

**OFFICIAL USE ONLY**

**Please fill out one transportation request for each bus needed. Most buses are 65 passenger.**

**Please submit all copies of Request.**

**Note: A student list is required on all trips.**

Hrs _____	Rate _____
	Total _____
Mileage _____	Rate _____
	Total _____
TOTAL _____	

School \_\_\_\_\_ # of students \_\_\_\_\_ Destination \_\_\_\_\_

**DATE OF TRIP** \_\_\_\_\_ Leave school \_\_\_\_\_ A.M. \_\_\_\_\_ P.M.

Leave destination \_\_\_\_\_ A.M. \_\_\_\_\_ P.M.

Indicate Reason for Transportation Request:

Athletic \_\_\_\_\_ Band \_\_\_\_\_ Special Ed. \_\_\_\_\_ Educational \_\_\_\_\_ Other \_\_\_\_\_  
Wheelchair \_\_\_\_\_

\_\_\_\_\_  
Person Making Request

\_\_\_\_\_  
Principal

**CONFIRMATION OF TRANSPORTATION REQUEST:**

\_\_\_\_\_ Service will be available as requested Request Canceled \_\_\_\_\_

\_\_\_\_\_ Service will be available with these limitations: \_\_\_\_\_

\_\_\_\_\_  
Transportation Supervisor

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Bus # \_\_\_\_\_ # of Students \_\_\_\_\_

Left Garage \_\_\_\_\_ am/pm Mileage \_\_\_\_\_ Arrived Destination \_\_\_\_\_ am/pm Mileage \_\_\_\_\_

Off Duty \_\_\_\_\_ am/pm Returned to Duty \_\_\_\_\_ am/pm

Left Destination \_\_\_\_\_ am/pm Mileage \_\_\_\_\_ Arrived Garage \_\_\_\_\_ am/pm Mileage \_\_\_\_\_

Driver gave Evacuation Instructions \_\_\_\_\_ Drivers Signature \_\_\_\_\_

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NOTE: Buses are available for extra trips between the hours of 9:00 a.m. and 1:30 p.m. and after 4:00 p.m. Transportation requests must be submitted to the Transportation Office TWO WEEKS PRIOR to the time the bus is needed. Students will be returned to area from which pick-up was made: students will not be taken to their homes upon completion of the trip. (When confirmation is returned to the principal's office, the person making the request shall be informed of the status of the trip).