

Student Travel

The following guidelines must be followed when requesting approval for student travel:

Under School Board Policy JJH, student travel requests involving *travel in excess of 200 miles round trip* and/or *any overnight stays* will be made to the Superintendent through the building principal or program director a minimum of **30 days** prior to the Board meeting preceding the event.

A *Request for Student Travel* form must be completed and submitted to the Superintendent through the building principal or program director. Principals should review the form with the building evaluator before submitting the item to the Superintendent. The Superintendent will forward a copy of the form to the Insurance Administrator.

A memo to the Superintendent must accompany the Request form. A Sample Memo is attached. This memo will include the following information:

Description: Identify specific attributes of the event; Who, What, When, Where

Cost and Sources of Funding: From which specific line item(s) in the budget will the costs of the travel be deducted? Will student fundraisers contribute toward the cost of the event?

Outcome: How will the students benefit from attendance?

Insurance: Have any questions of liability been addressed?

If parents or staff will be driving personal or district-owned vehicles, the driver must comply with procedures outlined by the Adams County BOCES, include verification of proof of insurance, MVR check, etc. (see BOCES Procedure 02-94).

Finally, each student participating in the event should be given a *Release of Liability* form (may be referred to as “field trip waiver) to be signed by the parent or guardian. These forms should be kept on file at the school building.

Adopted: May 2000
Revised: December 2002

CROSS REFS: IJOA-R, Field Trips
EEAG-E, Driver Information Form
JJH, Board Policy – Student Travel
JJH-E-1, Memo to Superintendent Requesting Student Travel
JJH-E-2, Request Form for Student Travel
JJH-E-3, BOCES Procedure No. 02-94