

## **Student Travel**

Specific guidelines and appropriate administrative procedures shall be developed to screen, approve and evaluate student activity trips and to insure that all reasonable steps are taken for the safety of the participants.

These guidelines and procedures shall insure that all student activity trips have the approval of the superintendent and the principal and that all overnight trips and trips exceeding 200 miles round trip have the prior approval of the Board of Education.

Adopted: May 1994

Revised: May 2000

NOTE: The same statement in policy IJOA-R: Field Trips and other EEA Policies on Bus Safety and Use.

## **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

**MEMORANDUM  
SAMPLE ONLY**

**TO: Superintendent**  
**FROM:**  
**DATE:**  
**RE: Request for Student Travel**

Description: Terence Ball, a science teacher at Mapleton High School, is  
Who requesting Board Approval for two students to attend the National  
What Science and Engineering Fair at Seattle, Washington from November  
When 21 through November 24, 1996. Estimated expenses are as follows:  
Where

Cost and Source of Funding:	1.	Air Fare	\$350.00
	2.	Transportation to/from Hotel	\$30.00
	3.	Meals	\$225.00
	4.	Lodging	\$390.00
	5.	Registration	\$219.00
	6.	Other (display supplies)	\$200.00
		Total Expenses	\$1,414.00

Mapleton science fair fees will cover the cost of air fare in the amount of \$350. Skyview instructional field trips will cover the cost of registration in the amount of \$219. The students will cover the cost of meals, lodging and other expenses in the amount of \$845. All liability issues have been investigated and approved by the insurance administrator.

Outcome: As part of their award, the students are required to mentor other  
How will students students in the proper methods of scientific research and analysis.  
benefit? The students will develop skills in presenting their research to an  
audience, answering questions from the public, defending their  
hypotheses, and preparing display materials. The students will also  
participate in numerous educational experiences, such as tours of the  
Boeing aircraft corporation, the National Oceanographic Institute,  
and other museums and places of interest in the Seattle area. This  
knowledge will help in the students' mentoring efforts.

**Mapleton Public Schools**  
Adams County School District No. 1  
**Request for Student Travel**

Name: \_\_\_\_\_ School/Dept.: \_\_\_\_\_ Date: \_\_\_\_\_

**Purpose of Travel**

Name of Event: \_\_\_\_\_ Location: City \_\_\_\_\_ State \_\_\_\_\_

Sponsor(s): \_\_\_\_\_

Event Dates: Beginning \_\_\_\_\_ Ending \_\_\_\_\_ Add'l Time for Travel \_\_\_\_\_

Total School Days: \_\_\_\_\_ Substitutes Needed (dates): \_\_\_\_\_ No. Students: \_\_\_\_\_

**Estimated Revenue**

Fees & Fund Raisers \_\_\_\_\_ \$ \_\_\_\_\_

Other Budget \_\_\_\_\_ \$ \_\_\_\_\_

Other Sources \_\_\_\_\_ \$ \_\_\_\_\_

Total Estimated Revenue \$ \_\_\_\_\_

**Estimated Expenses**

Transportation: Air Commercial Bus Rail School Bus Auto \$ \_\_\_\_\_  
(circle one)

Lodging: \_\_\_\_\_ nights @ \$ \_\_\_\_\_ per night x \_\_\_\_\_ rooms \$ \_\_\_\_\_

Registration Fee: \$ \_\_\_\_\_

Miscellaneous Expenses (list): \_\_\_\_\_ \$ \_\_\_\_\_

Total Estimated Expenses: \$ \_\_\_\_\_

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**Approval - Signature Recommends Approval**

Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Insurance Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

**ADAMS COUNTY BOCES  
SELF-INSURANCE POOL**

**PROCEDURE NO. 02-94  
DATE: 12/02/94**

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**Subject:     Transporting Students**

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**Minimum Procedures – District Employees**

Small vehicle operators are teachers, coaches, administrators and other district employees or representatives transporting school children in vehicles other than school buses. Each member district shall adopt and enforce procedures that meet or exceed the following requirements for drivers before transporting students.

- Posses a valid operator's licence.
- Be a minimum of 21 years of age.
- Annual Motor Vehicle Record (MVR) check. (Criteria for minimum qualification shall be determined by written district policy).
- Pre-service training program: At least: defensive driving, mountain driving, weather hazards, accident procedures, fueling, and service procedures.
- CDE small vehicle written test (annually).

Small vehicle permit cards shall be issued and signed annually by a district representative, indicating that these requirements are met.

**Minimum Procedures – Private Vehicle Use**

Each member district shall specifically approve, in writing, all student activity travel in a personal vehicle in advance of such travel. Such approval shall be based upon the following:

- Examination of a current Certificate of Insurance/or Proof of Insurance Card from an insurance company authorized to do business in Colorado, with AM Best Rating of A- or better, for minimum auto liability limits required by Colorado Law.
- Review of the vehicle operators driving record confirmed through a Motor Vehicle Record (MVR) check. (Criteria for minimum qualification shall be determined by the district).
- Examination of a current vehicle registration to verify that the Vehicle Identification Number (VIN) matches the VIN on the certificate or proof of insurance.

All passengers and the driver in private vehicles shall be transported in safety restraint systems appropriate to their weight and age.

**Procedures for Transporting Preschool Children in School Buses**

Preschool age children transported in school buses shall be secured in properly installed Child Safety Restraint Systems (CSRSs) that meet or exceed FMVSSs specifications for such systems. Each CSRS must be installed as instructed by the school bus manufacturer.

Written emergency procedures for evacuation and related training will be provided to school bus drivers and monitors. All school buses carrying children in CSRS shall carry safety belt cutters that are accessible only to the driver and any monitors. CSRS are not to be installed in school bus seats adjacent to emergency exits.

All personnel responsible for installing CSRSs and securing children in the seats are to be provided adequate training for the task.

School bus seats designated for CSRSs are to be located starting at the front of the bus.

Each district should establish a written policy to address who will provide a CSRS to be used on a school bus. Specific procedures should be established for loading and unloading children in CSRSs. It should be noted that some children might have special needs including medical fragility that must be addressed on an individual basis.

**Transporting Students – Use of Vans**

District vehicles that are used to transport students will conform to all federal and state motor vehicle safety standards. Student passengers will be properly restrained while riding in a motor vehicle.

Member school districts will not purchase, lease, rent, borrow or otherwise use vans with a capacity of greater than 10 including the driver to transport student passengers, unless such van meets all the specifications for school bus FMVSSs.