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Title TRANSPORTATION FOR FIELD AND OTHER DISTRICT-SPONSORED TRIPS

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## 8640 TRANSPORTATION FOR FIELD AND OTHER DISTRICT-SPONSORED TRIPS

It shall be the policy of the Board of Education to use regular or special purpose school vehicles for transportation on field and other District sponsored trips.

The transportation for all field and other District sponsored trips is to be by vehicles owned or approved by the District and driven by approved drivers. Exceptions must have the approval of the Superintendent.

The District shall assume transportation costs for a certain number of approved field trips as specified in the Superintendent's administrative guidelines.

It will also assume the transportation costs for other designated trips which may include co curricular, athletic, and other extra curricular trips.

Transportation may be limited by the availability of vehicles, drivers, and scheduling and may not be available.

All field trips shall be supervised by staff members. All other District sponsored trips shall be supervised by either staff members or adults from the sponsoring organization. Whenever students are in the vehicle, at least one (1) sponsor, chaperone, or staff member is expected to ride in the vehicle as well as to supervise students returning to the District and while the students are waiting for rides home.

All students are expected to ride the approved vehicle to and from each activity. A special request must be made to the principal or coach/advisor by the parent, in writing, to allow an exception.

District students not affiliated with the trip activity, nondistrict students, and/or children of preschool age shall not be permitted to ride on the trip vehicle without the approval of the principal.

No student is allowed to drive on any trip. An exception may be made by the principal on an individual basis provided the student has written parental permission and does not transport any other student.

The Superintendent shall prepare administrative guidelines to ensure that all transportation is in compliance with Board policy on use of District vehicles and/or use of private vehicles.

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