

School-Related Student Trips

TEACHERS' RESPONSIBILITIES

1. Field trips shall be related to the course of study and have educational value.
2. Teacher(s) shall complete a School-Related Trip Request Form (09.36 AP.21) and submit to the Principal for approval.
3. Prior to the trip, the teacher(s) shall prepare the students by:
 - a) Explaining the purpose of the trip.
 - b) Developing background and reference materials, including materials to be used on the trip, if applicable.
 - c) Pointing out highlights to observe on the trip.
 - d) Instructing students to observe safety precautions while on the bus and while at the field trip destination.
4. Students shall not be denied the trip because of an inability to pay.
5. The teacher(s) shall secure prior written permission for the trip and a medical release (09.36 AP.211) from each student's parent(s) or guardian.
6. Prior to the trip, a list of students taking the trip shall be provided to the Principal and the bus driver, if applicable.

TRANSPORTATION

Transportation requests shall be made by the teacher by completing a Vehicle Request Form (09.36 AP.212).

Discipline on the bus shall be the responsibility of the teacher or administrator in charge. Drivers are responsible for enforcement of bus rules and regulations. The sponsoring group will be charged for extra cleaning time if the bus is left in dirty condition after the trip.

No items may be transported on a school bus that are not secure in underframe storage of empty seats (i.e., lunches, cooler, sporting equipment). Aisles must be kept clear.

School-Related Student Trips**TRANSPORTATION FEES**

The following fees apply for school-related student trips:

1. Mileage shall be charged at \$.93 per mile and shall be paid to the Transportation Department.
2. The driver shall be paid his/her regular rate of pay. If the driver's hours exceed 40 hours per week, then the driver shall be paid overtime pay. The driver's time shall start fifteen (15) minutes before the scheduled time for departure (for a pre-trip information meeting) and shall end fifteen (15) minutes after return arrival (for securing and cleaning the bus). Bus driver time sheets for extra-curricular trips shall be attached to the driver's regular time card and shall be submitted to the Central Office every two (2) weeks. The driver shall receive pay for all transportation services every two (2) weeks. The school shall reimburse the Central Office monthly for the bus driver's time.
3. The sponsor shall provide the driver's meals, excluding snacks.
4. The sponsor shall provide the driver with single-room accommodation for overnight trips.

RELATED PROCEDURES:

- 09.36 AP.21 (trip request form)
- 09.36 AP.211 (permission and medical release form)
- 09.36 AP.212 (vehicle request form)

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