

FIELD TRIPS

Field Trip means a school sponsored first-hand education experience to supplement class activities for students away from the school campus.

Activity Trip means an experience away from the school campus that is used to reward academic, athletic or behavioral accomplishments.

Local. Field trips which do not require students to be away overnight may be approved by the building administrator.

Extended. Field trips requiring one (1) or two (2) nights away from home must be approved by the Superintendent or the Superintendent's designee.

Field trips requiring more than two (2) nights away from home, or of a unique nature in destination or activity will be referred to the Board for approval.

Approval of intent by the Superintendent. Approval of intent must be received before announcement to parents and students and prior to fund raising activities. Request for preliminary approval must include:

- A statement of educational objectives of the trip.
- A proposed budget including costs to students and sources of finance.
- An estimate of the number of students participating.
- A general plan or schedule for the trip.
- A time schedule listing time of departures, travel, arrival and activities.

Final approval by the Board of Education. Requests for final approval must be addressed to the Superintendent, be submitted before the second Tuesday of the month for approval at that month's School Board meeting and include:

- A detailed itinerary of the trip including educational activities, accommodations and travel arrangements.

- Planned adult supervision.
- A detailed budget including receipts and disbursements anticipated.

CENTRAL CONSOLIDATED SCHOOL DISTRICT

01/26/2016

x Assurance that the above details have been provided to parents and that written parental authorization for the trip has been documented.

Conditions. The ability of a student to pay costs of the trip must not be a factor in determining participation in trips during school time. Schools may organize voluntary field trips outside of school time in which student ability to pay is a factor in determining participation.

Arrangements for supervision of students on extended or unique field trips are subject to approval by the Superintendent.

The written consent from parents must be obtained for every child participating in a field trip. Permission slips must inform parents of the following:

- Name, location and date(s) of the event.
- Cost to the student.
- Mode of transportation to be used.
- Name of the supervisor overseeing the activity.
- Parents' responsibility.

No student may participate unless a signed parent permission slip for the specific event is on file with the building administrator.

The sponsor must provide the driver and/or chaperone a copy of the approved itinerary including the route(s) to be followed and a summary of their responsibilities. For trips other than interschool athletics, supervision of one (1) adult per ten (10) students is required for non-NMAA sanctioned activities and clubs and for those that are co-curricular.

Co-curricular refers to activities, programs and learning experiences that compliment, in some way, what students are learning in the classroom.

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Coaches, sponsors and drivers cannot take family members on activity trips, unless they are eligible participants.

Whenever possible, bus transportation should be provided. A passenger manifest must be left at the school before departure for a field trip. The use of private vehicles is not allowed.

CENTRAL CONSOLIDATED SCHOOL DISTRICT

01/26/2016

SECTION 4: SCHOOL ACTIVITY TRIP REGULATIONS

1. School Activity Trips:

Local - Field trips which do not require students to be away overnight may be approved by the school building administrator.

Extended - Field trips requiring one or two nights away from home must be approved by the Superintendent or his/her designee.

Unique - It is the policy of the board to discourage field trips requiring extensive travel, extended absences from school and/or excessive cost.

Field trips requiring more than two nights away from home, or of a unique nature in destination or activity will be referred to the board for approval.

- Approval of Intent by the Superintendent - Approval of intent must be received before announcement to parents and students and prior to fund raising activities. Request for preliminary approval must include:
 1. A statement of educational objectives of the trip.
 2. A proposed budget including costs to students and sources of finance.
 3. An estimate of the number of students participating.
 4. A general plan or schedule for the trip (ITINERARY).
 5. A time schedule listing time of departures, travel, arrival and activities.
- Final Approval by the Board of Education - Requests for final approval must be addressed to the Superintendent, be submitted before the second Tuesday of the month for approval at that month's School Board Meeting and include:
 1. A detailed itinerary of the trip including educational activities, accommodations and travel arrangements.
 2. Planned adult supervision.
 3. A detailed budget including receipts and disbursements anticipated.
 4. Assurance that the above details have been provided to parents and that written parental authorization for the trip has been documented.
- Conditions - The ability of a student to pay costs of the trip must not be a factor in determining participation in trips during school time. Schools may organize voluntary field trips outside of school time in which student ability to pay is a factor in determining participation.
- Arrangements for supervision of students on extended or unique field trips are subject to approval by the Superintendent.
- The written consent from parents must be obtained for every child participating in a field trip. Permission slips must inform parents of the following:
 1. Name, location and date(s) of the event
 2. Cost to the student
 3. Mode of transportation to be used
 4. Name of the supervisor overseeing the activity
 5. Parents' responsibility
- No student may participate unless a signed parent permission slip for the specific event is on file with the building administrator.
- The sponsor must provide the driver and/or chaperone a copy of the approved itinerary including the route(s) to be followed and a summary of their responsibilities. The itinerary cannot be changed without prior approval. For trips other than interschool athletics, supervision of one (1) adult per ten (10) students is required.
- Coaches, sponsors and drivers cannot take family members on activity trips, unless they are eligible participants.

- Whenever possible, bus transportation should be provided. A passenger manifest must be left at the school before departure for a field trip.
- The activity driver shall be responsible for the bus/vehicle at all times, including its care and operations and has the following additional responsibilities:
 1. Compliance with all Federal, State and Local Regulations.
 2. Completion of a trip ticket approved by the school district administrator when one is required.
 3. Assumption of safety responsibilities of all passengers while they are in the bus/vehicle.
 4. Obtaining prior approval from the school district administrator or designee for any changes in route or itinerary while the activity trip is in progress.
 5. Notification to the school district administrator of all emergencies that arise.
 6. Maintenance of all records pertinent to the trip, including trip tickets.
 7. Insuring that prior to departure and the return journey, the bus/vehicle is clean, completely serviced and inspected, noting the condition in writing on the appropriate form and signed by the driver.
 8. Only under exceptional circumstances when it is impractical to unload passengers, shall buses/vehicles be fueled while students are on board.
 9. Upon request, the activity driver shall show a properly signed Activity Trip Ticket to any State Police Officer, Department of Transportation Officer, or staff member of the State Department of Education.
- The use of private vehicles is not allowed.
- No transporting of students when pulling cargo.
- Only Board members or District employees may drive district vehicles with Defensive Driving Certificate on file.

2. Responsibilities of Sponsors:

Activity sponsors shall be responsible for students on and off the vehicle and for the following:

- Preparation and submission of trip requests in accordance with the local board of education's policies.
- A trip request must be submitted in School Dude 10 calendar days prior to trip along with a trip itinerary and purchase order number and line item information.
- Notification to the school district administrator or designee of any schedule changes.
- Assurance that students are at the departure points at the appointed time.
- Activity/Field trip drivers will not be on the road between 1:30am to 5:00am.
- Supervision of the loading and unloading of the vehicle.
- Sponsor/chaperone shall monitor all students assuring orderly conduct and discipline of students for the duration of the trip.
- In an evacuation of the vehicle, supervision of students and maintain control of student passengers.
- All arrangements on overnight trips for meals and lodging, including the driver.
- The activity driver's lodging will include a separate room and relieved of all duty.
- Provision for adequate rest stops.
- Maintenance of a student roster and taking roll each time students disembark and return to the vehicle. Roster to include parent contact information.
- The person responsible for the group or activity shall not have the additional responsibility of driving the school activity bus.
- At the completion of the trip, the bus will be cleaned out by the students and the sponsor. If the driver has to clean the bus, a \$25.00 cleaning fee will be charged to the organization/P.O.

- No vehicle may carry more than the rated seating capacity and no standees or temporary seats are permitted.

3. Activity Trip Tickets:

- Trip tickets must be signed by the transportation designee. Only school sponsored trips as defined above qualify for such trip tickets.
- Any vehicle on an activity trip without an activity trip ticket would then fall under the jurisdiction of the State Corporation Commission regulations, enforceable by responsible state agencies.
- When a trip is scheduled, the requester will be notified by email confirming the trip.
- A trip ticket will not be required to be issued by the school district if services are obtained from a commercial common carrier.
- A trip request is not complete if there is no trip number assigned.

4. Local Boards of Education on Activity Trips:

Each local board of education will adopt policies covering the safety and welfare of students participating in school-sponsored activities. Policies must cover at least the following:

- Provisions for rest and relaxation for students and driver(s) during trip;
- Procedures governing the use of private vehicles for transportation of students to and from such activities;
- Policy regarding insurance coverage for personnel, vehicles, and student passengers;
- Provisions for off-duty time for the driver on any trip which requires in excess of ten hours continuous driving time;
- Provisions governing procedures to be followed if and when emergencies arise, including, but not limited to, notification of parents.

5. Activity Trip Assignment Procedures for Drivers:

Assignment

- At the beginning of each school year, bus drivers that are interested in doing activity/field trips must submit a letter of interest to their respective office.
- At the beginning of the school year, trips will be assigned starting with seniority.
- Drivers requested must be available based on the rotational basis and qualification.
- A trip will not be taken from one driver and given to another driver once it has been assigned unless approved by the transportation office designee.

Driver's Pay

- Driver will be paid per district salary schedule for Activity/field trips.
- Time clock starts with pre-trip and ends with post-trip and the end of the day.

Responsibilities

- It is the driver's responsibility to adhere to on duty time and driving time.
- Drivers and sponsors must have an open line of communication.
- The driver should make sure the sponsor knows when they need to leave, etc.
- If there is a problem and it looks like you may go over on time, the driver needs to contact their area supervisor.
- If your area supervisor cannot be reached, contact any transportation supervisor.
- Drivers will be responsible for keeping accurate records of their driving time and mealtime, etc.
- Drivers need to clarify all expectations of the trips with the sponsor before leaving the school.
- Follow trip itinerary and have seating charts filled out before leaving on the trip.
- Drivers who do not adhere to procedures will not be given any more trips.

Meals

- A meal break must be taken after eight (8) continuous hours of on duty time. This is a FMCSA regulation for D.O.T. vehicles.

On Duty Time- Maximum Driving Time

- A driver operating a motor vehicle for the purpose of transporting students to or from a school sponsored activity shall not have more than 10 hours total driving time, or more than 8 hours continuous driving time.
- A driver shall not be permitted to be on-duty a total of more than 15 hours in a 24-hour period. If going over 15 hour limit, the sponsor will make lodging arrangements for a extra night stay and charged to activity fund.
- The following conditions shall be met in order for a driver to be considered off-duty:
 - a. The driver is relieved of duty and all responsibility for the care and custody of the vehicle, its accessories, or any cargo or passengers.
 - b. The duration of the driver's relief from duty is a specified, adequate period of time to allow the driver to rest and to pursue activities of his/her choosing off the premises where the vehicle is secured.

IL – STUDENT TRAVEL: FIELD AND ACTIVITY TRIPS (Policy)

Central Consolidated School classes, extracurricular, co-curricular and student organizations may participate in field trips or activity trips with the approval of the superintendent or his/her designee and the Board of Education. Field trips and activity trips shall be limited to activities that have a direct correlation to the instructional program of Central Consolidated School District. Central Consolidated School District shall require written consent from the parent/legal guardian of the student prior to the field trip or activity trip in order to participate.

Central Consolidated School District shall not sponsor “senior trips.” “Senior trips” fail to meet the criteria for field or activity trips and, therefore, shall neither be supported nor sponsored by the district. Companies that sponsor "senior trips" or their agent(s) shall not be permitted to use school district property and/or other district resources to promote such trips. District employees or students who chose to represent companies promoting "senior trips" shall be considered agents of the company. Companies who sponsor "senior trips" shall be responsible and liable for any and all accidents, injuries, suits, etc., which may occur as a result of such travel.

For purposes of this policy, “field trip” means a school sponsored first-hand education experience to supplement class activities for students away from the school campus.

For purposes of this policy, “activity trip” means an experience away from the school campus that is used to reward academic, athletic or behavioral accomplishments.

The superintendent shall develop procedures to implement this policy.

Approval Date October 15, 2013

FIELD TRIPS (Procedure)

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