

### **Activity and Field Trip Transportation Services**

The superintendent or designee will establish administrative guidelines for authorizing and funding activity and field trips to ensure that the safest and most cost-effective means of transportation is utilized for approved trips.

Adopted: August 13, 1979  
Reviewed: October 13, 2014  
Revised: April 8, 2019  
Revised: September 16, 2024

**Activity and Field Trip Transportation Services**

1. Requests for approval of activity trips or field trips must be submitted to the Superintendent's office at least 15 days prior to the date of the scheduled activity. Interscholastic athletic activity trips are scheduled through the school or district activity directors and do not require further approval.
2. Activity trips and field trips must utilize the safest and most cost-effective means of transportation for approved trips.
3. For school-initiated trips, the principal or designee is responsible for arranging transportation. For district-initiated trips, the administrator initiating the trip is responsible for arranging transportation.
4. Options for transportation include:
  - a. district buses as scheduled through the Manager of Transportation;
  - b. commercial carriers approved by the Executive Director of Finance and Business Services;
  - c. school van or private vehicle with approved staff driver;
  - d. private vehicle parent driver who has been approved as volunteer driver in accordance with Policy 6200;
  - e. private vehicle with student driver for in-city activities only, if specifically authorized by the student driver's and student passengers' parents/guardians.
5. Funding for the cost of activity or field trips is the responsibility of the school or district program initiating the activity.
  - a. Interscholastic athletic, music, and speech activity trips will be funded by either the district or school activity fund.
  - b. Curriculum-based field trips which occur during the instructional day and are considered a required part of instruction must be funded by the school through its operating budget, grants, or donations.
  - c. Field trips which occur outside the regular instructional day, week or school year or which are considered voluntary may be funded through charges assessed to participants. (See Administrative Guidelines for Policy 6200.)

### **Activities – Public School Activities**

1. Public school students participating in extracurricular activities shall be picked up and returned to the sponsoring school's parking lot. The coach/sponsor must notify the bus driver of students not riding the bus home via the student roster.
2. Parent(s) must request release of the student by a note to the coach/sponsor or by signing out their student on a sign-out sheet. Parent(s) must meet face-to-face with the coach/sponsor at the conclusion of the event and assume custody of the student.
3. If the student will be released to someone other than a parent/guardian, the parent(s) or guardian(s) must have a note to the building Athletic Director 24 hours prior to the event. Athletic Directors will then give that note to the coach/sponsor. The adult assuming custody of that student must meet face- to-face with the coach/sponsor at the conclusion of the event and assume custody of the student.