#### NON-INSTRUCTIONAL OPERATIONS

### **Activity Trips**

### <u>Transportation</u>

The Board authorizes the Superintendent or designee to utilize a passenger vehicle that is designed to transport 8 to 15 passengers and is the size and style of vehicle necessary to meet the needs of the district insured in accordance with the minimum coverage requirements to transport students to and from school sponsored events and activities. Drivers for vehicles under this section shall be licensed as required by state standards for the vehicle in use. The Superintendent or designee is authorized to complete a driving record background check for designated drivers.

The use of school buses is strictly limited to school activities. Buses may not be loaned or leased to non-school groups, unless permission is specifically granted by the Board. Buses will be operated by a qualified bus driver on all activity runs, and only authorized activity participants, professional staff, and chaperones assigned by the administration may ride the bus.

 A duplicate copy of the passenger list will be made for all activity trips. One (1) copy will remain with the professional staff member in charge on the bus, and one (1) copy will be given to the Building Principal or designee before the bus departs.

Staff shall not use personal vehicles to transport students for any purpose without the documented authorization of the Superintendent or designee.

#### Lodging

Students and staff shall be lodged at safe and suitable hotels or rental properties for all District-approved or sponsored activities, events, and trips. When utilizing a rental property, the premises shall be reviewed by the administration to confirm it is in an appropriate location and that the host/owner does not reside in the property or will otherwise have access to students. Steps shall be taken to ensure students do not engage in improper conduct including review of the floorplan to ensure separation and placement of supervisors. The rental platform should have terms of service which shall permit the district to cancel or seek redress in the event the property is unsatisfactory or unsafe. Students and staff shall not be lodged in private residences without the authorization of the administration and consent of parents. Any person present in a private residence lodging students and staff shall comply with the provisions of Policy 5430.

The District shall not share hotel rooms with other schools unless there is an executed cooperative or cost-sharing agreement which details behavior expectations and supervisory responsibility for all students within the hotel room.

In the event of an unforeseen emergency, activity advisors, principals, or their designee, will consult with the Superintendent or designee to make emergency lodging arrangements. Parents will be notified by the activity advisor or school staff.

#### Room Assignments

The District shall promptly notify parents if, and provide the opportunity to consent before, the parent's student would share a room or sleeping quarters with an individual of the opposite sex on a school-sponsored trip. A child whose parent does not provide consent must be permitted to attend the trip and must be provided with reasonable accommodations that do not require the child to share a room or sleeping quarters with an individual of the opposite sex.

## **District Policy**

 All student and staff policies and procedures will be in effect during District-approved or sponsored activities, events, and trips. Each chaperone present on the activity, trip or event shall comply with Policy 5430 and complete a volunteer agreement form at Policy 5430F. Improper conduct is not permitted under any circumstances.

## 20 <u>Cross Reference:</u>

21 Policy 5430 Volunteers

22 Policy 5430R Volunteer Agreement Form

# 24 Legal Reference:

25 Title 40, Chapter 6, Part 7 Rights of Parents

### 27 <u>Policy History:</u>

28 Adopted on: July 1, 2000
29 Revised on: June 9, 2014
30 Revised on: February 26, 2024