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3 **NON-INSTRUCTIONAL OPERATIONS**

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5 Activity Trips

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7 Transportation

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9 The Board authorizes the Superintendent or designee to utilize a passenger vehicle that is  
10 designed to transport 8 to 15 passengers and is the size and style of vehicle necessary to meet the  
11 needs of the district insured in accordance with the minimum coverage requirements to transport  
12 students to and from school sponsored events and activities. Drivers for vehicles under this  
13 section shall be licensed as required by state standards for the vehicle in use. The Superintendent  
14 or designee is authorized to complete a driving record background check for designated drivers.  
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16 The use of school buses is strictly limited to school activities. Buses may not be loaned or leased  
17 to non-school groups, unless permission is specifically granted by the Board. Buses will be  
18 operated by a qualified bus driver on all activity runs, and only authorized activity participants,  
19 professional staff, and chaperones assigned by the administration may ride the bus.  
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21 A duplicate copy of the passenger list will be made for all activity trips. One (1) copy will  
22 remain with the professional staff member in charge on the bus, and one (1) copy will be given  
23 to the Building Principal or designee before the bus departs.  
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25 Staff shall not use personal vehicles to transport students for any purpose without the  
26 documented authorization of the Superintendent or designee.  
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28 Lodging

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30 Students and staff shall be lodged at safe and suitable hotels or rental properties for all District-  
31 approved or sponsored activities, events, and trips. When utilizing a rental property, the premises  
32 shall be reviewed by the administration to confirm it is in an appropriate location and that the  
33 host/owner does not reside in the property or will otherwise have access to students. Steps shall  
34 be taken to ensure students do not engage in improper conduct including review of the floorplan  
35 to ensure separation and placement of supervisors. The rental platform should have terms of  
36 service which shall permit the district to cancel or seek redress in the event the property is  
37 unsatisfactory or unsafe. Students and staff shall not be lodged in private residences without the  
38 authorization of the administration and consent of parents. Any person present in a private  
39 residence lodging students and staff shall comply with the provisions of Policy 5430.  
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41 The District shall not share hotel rooms with other schools unless there is an executed  
42 cooperative or cost-sharing agreement which details behavior expectations and supervisory  
43 responsibility for all students within the hotel room.  
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