

Travel by students representing a particular school group and traveling under the name of the school will be allowed, provided the travel is in connection with an approved instructional program or school activity.

Students must travel with their organization in school sponsored transportation to and from out of town competition unless otherwise approved by the principal.

For unusual situations and at the discretion of the sponsor/coach in charge, students may continue on to another destination with their parents or legal guardians with the following provisions:

- A. The student or parent has obtained the form for permission not to travel home with their organization/team. Forms are to be obtained from the school office, filled out and returned **PRIOR** to the day of the trip. The principal or athletic director must approve, sign the form and pass such on to the sponsor/coach,
- B. The parent or legal guardian must make personal contact with the sponsor/coach when he/she picks up the student,
- C. Other arrangements have been made with the sponsor/coach and the principal of the school.

All trips must be arranged with the principal of the school who shall determine the advisability of the trips and shall determine that parental approval has been granted for student participation.

No trips shall be approved if the principal has determined that there has been insufficient planning. All trips shall have a suitable number of adult sponsors including at least one member of the school faculty who shall be in charge of the trip.

Only vehicles approved by the principal can be used for student trips, including commercial carriers.

When it is necessary to use private vehicles, first priority should be faculty-owned vehicles driven by faculty members. When this process is not possible, private citizens, preferably parents of students involved in the trip, may be requested by the principal to furnish automobiles.

The required transportation request form, must be processed for each vehicle on the trip. A copy of the trip ticket shall be kept in the vehicle in order to eliminate any questions about the official nature of the trip.

No driver other than those listed on the approved form shall be eligible to drive the vehicle for which the trip ticket was issued. The trip ticket may be altered on request of the faculty sponsor prior to the beginning of the trip. No student driver will be allowed to drive unless an emergency arises after the trip has begun, and there are no acceptable alternatives.

School trips and activities away from school are legally extensions of the school campus, and the behavior of students on such trips and while participating in such activities will be under the same rules and regulations which apply to them while in school.

State Board of Education regulations shall apply to all student trips. Additionally, drivers of vehicles on student trips are not allowed to drive more than eight hours continually without a reasonable amount of rest.

Students traveling in school vehicles are covered in case of accident by the school district's insurance coverage. Interested persons may obtain copies of such coverage from the district administrative office.

Principals approving student trips in private vehicles shall assure themselves by contact with the driver's insurance carrier that the driver has adequate liability insurance. In some instances the school district's insurance policy would cover the trips. In the event the principal is dissatisfied with the amount and type of insurance provided, he/she should contact the district administrative office and request that trip insurance coverage be purchased.

In case of emergencies on a school trip, the principal of the school shall be notified and he/she will take the appropriate action, including the notification of parents. In the event that the principal is not available, the sponsor or other designated person should contact any administrator in the system, who will then take charge of the matter.