# STUDENTS 09.36 AP.1

School‑Related Student Trips

1. Field Trips/Extra-Curricular Trips:
   1. Approval Process
      1. All field trips shall be approved by individual school’s ~~Site~~ School Based Decision Making (SBDM) Councils prior to scheduled field trip.
      2. Principal/Athletic Director shall submit signed and completed request form in advance to District Transportation Director for approval.
      3. All out of county field trips shall be approved by the Board prior to the scheduled field trip. Short notice out of county requests shall be considered and approved on an individual basis by the Director of Transportation. However, the Board shall be notified of said action and reason for approval.
      4. ~~Coaches (in line and F coaching) will not be paid driver supplement.~~

NOTE: All short notice requests for field trips shall receive prior approval by the individual school’s ~~Site Based Council~~ School Based Decision Making (SBDM) Councils.

* 1. Bus Driver Field Trip Compensation/Selection Process/Schedule Procedures
     1. Each Principal shall arrange transportation for all field trips by contacting approved drivers. Completed field trip form shall be submitted to the District Transportation Director prior to scheduled field trip
     2. Field trip bus drivers shall be compensated at their hourly rate ~~the rate of $7.50 per hour~~ calculated from the time of departure from school to return, providing field trip does not exceed a ten (10) ~~eight (8)~~ hour work day.
     3. Overnight transportation shall be negotiated by the Principal with the selected driver.
     4. Minimum field trip allowance, ~~$15.00~~ (2 hour minimum) shall be paid for approved field trips.
     5. ~~Principal and driver shall notify District office of all scheduled field trips.~~
  2. Mileage Reimbursement for Field Trips
     1. Each school shall calculate all out-of-county trips and reimburse the Board at ~~the rate of .75 cents per mile~~ a predetermined rate per mile charge.
  3. Field Trip Costs/Expenditures
     1. All costs incurred as a result of field trips shall be the responsibility of each school. Costs incurred include driver and .75 cents mileage reimbursement rate.
     2. ~~Schools shall budget field trip expenditures from instructional fund account.~~

1. Bus Driver Time Sheets/Monthly Reports/Weekly Inspection Forms
   * 1. All bus driver time sheets, monthly reports, weekly inspection forms, sick/personal day cards shall be submitted to District Transportation Director/designee as directed on a timely basis.

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# (Continued)

School‑Related Student Trips

1. Bus Driver Time Sheets/Monthly Reports/Weekly Inspection Forms (continued)
   * 1. All bus driver time sheets, monthly reports, weekly inspection forms, sick/personal day cards shall be signed and duly recorded in District office by the District Transportation Director/designee.
     2. All bus drivers shall be compensated ~~(10 equal checks)~~ according to the established classified salary schedule.
2. Substitute Bus Drivers
   1. When regular bus drivers are unable to make their scheduled run due to emergency, sickness, personal reasons, said bus driver shall notify the Transportation Director, in advance, ~~arrange (in advance, when possible)~~, for a substitute driver to make their regular bus run. The substitute bus driver will be selected from an approved list provided by the District Transportation Director. ~~The regular bus driver shall notify the District Transportation Director of any and all substitutes scheduled.~~
   2. ~~If the regular bus driver is unable to secure a substitute bus driver, the regular bus driver is responsible for contacting the District Transportation Director/designee who will then schedule a substitute driver on an emergency basis.~~

~~NOTE: In all substitute driver arrangements, the District Transportation Director must be informed.~~

Related Procedures:

~~09.36 AP.2~~

09.36 AP.21 (trip request form)

Review/Revised:9/13/99