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### **School-Related Student Trips**

#### **APPROVAL REQUIRED**

All trips more than one hundred (100) miles one way or of an overnight duration must receive prior approval of the Superintendent.

In order for students to be counted present during school-related trips during the school day, the activity must be co-curricular or instructional.

Use of certificated common carrier service shall be authorized by the Board on a case-by-case basis, and the reasons to justify such use shall be cited in Board minutes.<sup>3</sup>

#### **DRIVERS/VEHICLES**

Drivers of school vehicles and operation of District-owned passenger vehicles transporting students shall be in compliance with requirements specified in applicable statutes and administrative regulations.<sup>1</sup>

#### **PRIVATE VEHICLES**

Prior to transporting their child to and/or from a school-sponsored event, parents shall submit a completed Parent Transportation Waiver (09.36 AP.211) to the coach or sponsor.

With permission of the Principal/designee, students may be transported to or from a school-sponsored event by their own parent/guardian or by an adult who has been authorized on the Marion County Schools Parent/Guardian Travel Release Permission Form (see 09.36 AP.2) and has signed the student(s) out from the adult in charge of the trip. Students shall not be permitted to drive themselves to/from such school-sponsored or school-endorsed events unless the student is eighteen (18) years of age or older and has signed the Travel Release Form (09.36 AP.2). Students shall not transport other students for this purpose, only themselves.

#### **OFF-SITE LEARNING**

Students may transport themselves in privately owned vehicles to approved work-based learning sites and/or off-site campuses for classes with parent/guardian permission and after showing proof of driver's license and insurance in advance. Private vehicles are not covered by Board fleet insurance. Drivers' personal insurance shall provide coverage in case of an accident. Students shall not transport other students for this purpose, only themselves.

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#### **SUPERVISION**

A certified or classified staff member must accompany students on all school-sponsored or school-endorsed trips. For athletic trips, a nonfaculty coach or a nonfaculty assistant may accompany students as provided in statute. Persons designated to accompany students shall be at least twenty-one (21) years old.<sup>2</sup> At least one (1) staff member shall be in each vehicle.

#### **INSURANCE**

Only Board insured vehicles or appropriately certificated common carriers shall be used for transporting students.<sup>3</sup>

**School-Related Student Trips****MEDICATION**

Administration of medication to students during field trips shall comply with applicable law, regulation and medication administration training developed by the Kentucky Department of Education.

When students will be travelling outside the state, the Superintendent's designee shall do the following:

1. Determine applicable legal requirements concerning delegation of student medication responsibilities in states through which students will be travelling; and
2. Assign staff to accompany students on the field trip to address student medication needs.

**PRIVATE VEHICLES**

Parents are to be informed of the nature of the trip, the approximate departure and return times, means of transportation, and any other relevant information. Parents must give written approval for students to participate in school-sponsored trips.

**REFERENCES:**

<sup>1</sup>KRS 156.153

<sup>2</sup>KRS 161.185

<sup>3</sup>702 KAR 5:060

KRS 158.110; KRS 158.838; KRS 160.340; KRS 189.125; KRS 189.540

702 KAR 1:160; 702 KAR 3:220; 702 KAR 5:030; 702 KAR 5:080; 702 KAR 5:130

702 KAR 7:125

**RELATED POLICIES:**

03.1321; 03.2321; 06.35

09.15; 09.122; 09.221; 09.2241