

# Davis School District Policy and Procedures

**Subject: 5S-203 Student Transportation, Field Trips, and Extended Travel**

**Index: Student Services – *Extracurricular Participation***

**Revised**~~DRAFT: September 4, 2018~~February 4, 2019

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## 1. PURPOSE AND PHILOSOPHY

While study of the basic curriculum at the school site shall provide the basis of the education program, the Board of Education of Davis School District (Board) recognizes that student field trips and extended travel opportunities may enhance the quality of a student's educational experience. The purpose of this policy is to minimize disruption in the basic education program, ensure safety, limit most extended travel to high school students, provide enrichment of the travel experience through careful planning, and provide equity in the opportunity to travel for both curricular and extracurricular programs.

## 2. STUDENT TRANSPORTATION FOR SCHOOL-SPONSORED ACTIVITIES

### 2.1. General Provisions for Student Transportation

- 2.1.1. School buses, public transportation, or insured commercial transportation are the preferred choices for all school-sponsored activities involving student travel and shall be planned and approved as directed under the provisions of this policy.
- 2.1.2. Any official and authorized transportation of students more than one-hundred (100) miles distance from the Farmington Administrative Office must be done on a District school bus with an authorized and properly licensed driver or on a commercial carrier.
- 2.1.3. Utah Governmental Immunity caps are not applicable in courts outside of Utah, therefore Davis District school buses shall not be used to transport students out of the State of Utah.
- 2.1.4. District or commercial vehicles with a seating capacity of eleven (11) or more, including the driver, may not be used for the transportation of minor students, unless the vehicle meets federal school bus safety standards (49 U.S.C. Sec. 30125).
- 2.1.5. Rental and private vehicles may not be used for school activity transportation if they have a capacity of more than eight (8) passengers including the driver.
- 2.1.6. Seat belts must be worn at all times by all the occupants in vehicles equipped with seat belts.

### 2.2. Providing Own Transportation to Classes and/or School Activities

- 2.2.1. Under no circumstances shall students be officially authorized, required, or in any way encouraged to drive other students to school classes or activities. No student shall be authorized to act as an agent driver for the District.
- 2.2.2. In those situations where parents/guardians are required to provide their students' transportation to classes and/or school activities, parents/guardians must be informed of this requirement through the course description and other appropriate information for parents/guardians.
- 2.2.3. Parents/guardians must sign a statement that they have been so notified, agree to the same, and understand this dimension of their student's participation in the class/activity.
- 2.2.4. In these cases, students should be informed that it is their responsibility to arrange for their own transportation. Under no circumstances should teachers, counselors, coaches, or any other representative of the school or District attempt to mandate car pools or other groups that may imply that the student driver is an agent of the District.

- 4.5. Ground Transportation  
All ground transportation shall be by District school buses, public transportation, or insured commercial transportation unless an exception is approved by the superintendent or designee. All ground transportation by other means shall meet the criteria outlined in section 2 of this policy.
  
- 4.6. Financing Extended Travel
  - 4.6.1. The total cost of the trip to each student is limited to the amount listed in the Board approved School Fee Schedule (excluding food), whether obtained through fundraising activities, community, or individual contributions
  - 4.6.2. Approval of the designated school director shall be obtained before raising funds for the travel or making any financial commitments.
  - 4.6.3. All monies shall be collected and disbursed according to District accounting procedures as outlined under District policy 6F-101 School Fees, Fee Waivers and Provisions in Lieu of Fee Waivers. Any mandatory payment for student participation in a school-sponsored activity is subject to fee waiver provisions.
  - 4.6.4. Teams and organizations have the option of participating in group fundraiser and/or individual fundraisers. Fundraising shall be conducted according to provisions under District policy 10CR-200 Donations, Fund Raising, and Commercialism.
  
- 4.7. Chaperones for Extended Travel
  - 4.7.1. In addition to the teacher/advisor, one administrator or designee shall accompany each class or group of students.
  - 4.7.2. Adult chaperones shall be provided on the basis of one adult per ten (10) students. Chaperones shall be the same gender as the students they supervise.
  - 4.7.3. Teachers, advisors, administrators, and others acting in the capacity of chaperones/supervisors of students in an extended travel activity, approved pursuant to this policy may accept lodging, per diem, and fare payments or mileage reimbursements in connection with their supervisory assignment. Costs incurred by those acting as chaperones/supervisors for souvenirs, side trips, or other activities ancillary to the student itinerary, shall not be paid for by the school or be reimbursed to the individual.
  - 4.7.4. Unless approved by the principal, the time spent by school employees shall not be rewarded with salary compensation
  - 4.7.5. Parents/guardians, relatives, or other persons who voluntarily join the travel activity must pay all costs associated with their participation.