

Business/Non-Instructional Operations

Special Transportation for School Related Trips

Transportation for educational trips, athletic contests, and other activities shall be provided without charge to students, within the limits of the school budget.

Private cars, driven by parents may be used on school-sponsored trips by permission of the building principal and/or Athletic Director. Overnight or out-of-state trips must have prior approval by the Board of Education. If a parent is carrying student(s) in his/her personal car on an officially approved field trip and the automobile is involved in an accident, the insurance covering the vehicle is primary (i.e. any claims would be placed against the vehicle's insurance).

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Regulations which govern the use of school buses for the support of instructional and co-curricular programs are:

1. Teachers will complete a Request for a School Sponsored Trip form at least two weeks in advance of a proposed trip.
2. The Building Principal or Assistant Principal must approve all trips.
3. The Director of Finance and Administration must certify that the trip meets the liability provisions of the Board's insurance coverage.
4. The Superintendent must approve all school related trips outside the State of Connecticut.
5. Purchase requisitions must be submitted and approved by the Superintendent and Director of Finance and Administration.
6. No direct arrangements with any bus company shall be made by anyone until all approvals are made.