

Davis School District Policy and Procedures

Subject: 5S-203 Student Transportation, Field Trips, and Extended Travel
Index: Student Services – *Extracurricular Participation*
Revised: April 14, 2022

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.

- 2.3. Use of Adult Volunteers to Transport Students
 - 2.3.1. An adult volunteer transporting students in a private or rental vehicle shall meet the following criteria:
 - [a] be at least twenty-one (21) years old, with preference to those who are twenty-five (25) or older;
 - [b] pass the defensive driving test on the Division of Risk Management website;
 - [c] provide school administrator with copy of test results and a copy of a valid driver license;
 - [d] be approved as a volunteer by a school administrator;
 - [e] successfully pass criminal background check if they will be transporting students in a private or rented vehicle without a District employee present;
 - [f] have liability insurance coverage; and
 - [g] have not had a conviction in the past ten (10) years for an alcohol/drug related driving violation or more than two (2) moving violations in the last twelve (12) months.
 - 2.3.2. Adult volunteer drivers of private or rental vehicles who provide transportation for students from school to approved school events, including field trips and extracurricular activities, must complete an Automobile Transportation Record for Student Activities form.
 - 2.3.3. Parents must give prior informed consent for students to be transported by an adult volunteer driver.
- 2.4. Use of District Employees to Transport Students
 - 2.4.1. A District employee transporting students in a private or rental vehicle shall meet the following criteria:
 - [a] be at least twenty-one (21) years old, with preference to those who are twenty-five (25) or older;
 - [b] pass the defensive driving test on the Division of Risk Management website;
 - [c] provide school administrator with copy of test results and a copy of a valid driver license;
 - [d] have liability insurance coverage;
 - [e] have not had a conviction in the past ten (10) years for an alcohol/drug related driving violation or more than two (2) moving violations in the last twelve (12) months.
 - 2.4.2. District employees who provide transportation for students in a private or rental vehicle from school to approved school events, including field trips and extracurricular activities must complete an Automobile Transportation Records for Student Activities form.
 - 2.4.3. Parents must give prior informed consent for students to be transported by a District employee.

3. INSTRUCTIONAL FIELD TRIPS

- 3.1. Instructional field trips of less than one (1) day's duration are acceptable for all grade levels with the approval of the school principal.
- 3.2. All field trips shall:
 - 3.2.1. use authorized means for transportation;
 - 3.2.2. have parent/guardian permission for student participation; and
 - 3.2.3. have an adequate number of qualified adult supervisors.

4. EXTENDED TRAVEL

4.1. Extended Travel Criteria

- 4.1.1. Extended travel exists when an instructional field trip or extracurricular travel involves one or more of the following:
- [a] Overnight travel;
 - [b] Destination is more than 100 miles from the Farmington Administrative Office;
 - [c] Missed school day(s);
 - [d] Student fundraising;
 - [e] Air travel regulated by the Federal Department of Transportation (DOT);
 - [f] Travel out of state;
 - [g] Team camps as defined in this policy.
- 4.1.2. Extended travel includes travel occurring during the summer or when school is not in session.
- 4.1.3. Extended travel shall be considered for approval when the travel:
- [a] is part of a planned sequence of educational activities and makes a contribution to the accomplishment of specific objectives from the course of study or the activity;
 - [b] is of such value to the students that the infringement of the trip on other classroom instruction justifies the time lost;
 - [c] recognizes different types of individual and group activities within the school setting; and
 - [d] is consistent with UHSAA moratorium requirements, if applicable.
- 4.1.4. Extended travel shall not be approved which:
- [a] is primarily recreational, an incentive for participation, or a reward for participation in activities;
 - [b] requires more than three (3) consecutive days absence from school;
 - [c] requires travel outside the continental United States;
 - [d] is judged to be hazardous; or
 - [e] requires participation as part of a course requirement or for which there is a grading penalty for students who choose not to travel.
- 4.1.5. Extended travel requests shall be considered from junior high schools when the request is from a program endorsed by the District Teaching and Learning Department; the program is an extension of, and integral to the academic core; and the student representative(s) have won a state competition related to the program or qualify at the appropriate state level.

4.2. Number of Extended Travel Trips Per School Year

- 4.2.1. Groups within a school should be self-limiting in their requests for extended travel involving school time and travel should only be requested when educational purposes cannot be fulfilled in any other way.
- 4.2.2. Each school shall be limited to no more than ten (10) extended travel trips per school year with the following exceptions:
- [a] Travel during summer break shall not count against the school's ten (10) trip limit.
 - [b] Travel for the following groups is not included in the school's ten (10) trip limit:
 - (i) Distributive Education Clubs of America (DECA);
 - (ii) Future Business Leaders of America (FBLA);
 - (iii) Future Farmers of America (FFA);
 - (iv) Family, Career, and Community Leaders of America (FCCLA);
 - (v) Health Occupations Students of America (HOSA);

- (vi) Skills USA;
 - (vii) Reserve Officers' Training Corps (ROTC);
 - (viii) National Forensics League;
 - (ix) Travel which is part of the UHSAA region or state sponsored competition;
 - (x) Science Olympiad;
 - (xi) History Fair;
 - (xii) Geography Olympiad;
 - (xiii) Spelling Bee;
 - (xiv) Future Problem Solving Program International (FPSP);
 - (xv) Odyssey of the Mind;
 - (xvi) International Science and Engineering Fair.
- 4.2.3. The groups listed above require approval of the school principal prior to travel and shall comply with all other requirements of this policy; however, they do not require the approval of the superintendent's office.
- 4.3. School-level Process for Approval
- 4.3.1. Invitations or plans for extended travel with student groups shall first be discussed with the school principal.
 - 4.3.2. If the school principal determines that the extended travel meets the general criteria of this policy the teacher and/or advisor shall begin the planning process and complete the standard District application.
 - 4.3.3. Approval of travel for a team or organization of five (5) or more students shall require a confidential vote of parents/guardians of involved students administered by the PTA/PTO representatives. Parents/guardians shall be informed of the proposed travel itinerary, anticipated cost per student, and fundraising efforts.
 - [a] There shall be one vote per student;
 - [b] Non-voting parents shall count as a "no" vote;
 - [c] Requires eighty-percent (80%) approval; and
 - [d] To ensure that parents can vote on the issue without pressure from students or other persons, the vote may be conducted using a secret ballot, telephone survey, or other reasonable method determined by the PTA/PTO parent organization.
 - 4.3.4. If 80% of the parents/guardians support the plan a copy of the survey results shall be submitted with the standard District application. If the plan is not supported by 80% of the parents/guardians, all proposals for the travel will be abandoned.
 - 4.3.5. The parent/guardian of each student participant will submit a written permission form to the teacher/advisor prior to all travel events and fundraising activities indicating permission to participate.
 - 4.3.6. The school shall retain extended travel documents until the end of the school year and then destroy.
- 4.4. District Approval
- 4.4.1. The District will not assume any liability for extended travel which was not pre-approved by the superintendent's office in accordance with the provisions of this policy.
 - 4.4.2. The designated school director shall receive travel applications from principals at least sixty (60) calendar days prior to the proposed travel consistent with the procedures of this policy. The school director will notify the principal of the request's approval or denial.
 - 4.4.3. If travel plans change after receiving approval (i.e., destination, date, purpose of the trip), students and parents shall be notified, and the application shall be resubmitted to the designated school director for approval.

- 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, 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.

DEFINITIONS

“**Extracurricular travel**” is travel outside the school taken by students, under the supervision of a teacher or other school official, in support of academic teams, athletic teams, performing groups, or other extracurricular activities sanctioned by the UHSSA or the Board.

“**Instructional field trip**” is a planned visit outside the school taken by students, under the supervision of a teacher or other school official, to enrich and extend the classroom instructional program. Field trips provide a link between the school and the community, and assist the school staff in relating the ideas and theories of the classroom to practical applications.

“**Team Camp**” means any camp promoted by or associated with the school in which school groups, organizations, teams, or potential members of a team attend a camp with coaches or advisors from the school for the purpose of team preparation or instruction.

REFERENCES

[Utah Code Annotated Title 53E, Chapter 6, Part 4](#) –Background checks on school personnel.

[Utah Code Annotated §53G-4-402](#) – Powers and duties generally.

[Utah Code Annotated §63A-4-204](#) – School district participation in Risk Management Fund.

[Utah Code Annotated Title 63G, Chapter 7](#) – Government Immunity Act of Utah

[Utah Code Annotated Title 67,Chapter 16](#) – Utah Public Officers’ and Employees’ Ethics Act

[Utah Code Annotated §67-20-4](#) – Approval of volunteer.

[Utah Administrative Code R277-600](#) – Student Transportation Standards and Procedures.

[Utah Administrative Code R277-601](#) – Standards of Utah School Buses and Operations.

[Utah Administrative Code R277-605](#) – Coaching Standards and Athletic Clinics.

FORMS AND OTHER LINKS

[Student Passenger in a Private or Rental Vehicle](#)

[Automobile Transportation Records for Student Activities Davis School District Employees](#)

[Automobile Transportation Records for Student Activities Davis School District Volunteers](#)

[Example Form – Instructional Field Trip Parental Permission](#)

[Extended Travel Request](#)

[Extended Travel Registration and Informed Consent](#)

[Utah Risk Management Driver Video and Test](#)

DOCUMENT HISTORY:

Revised: July 14, 1992

Revised: February 17, 1999 – Allow limited extended travel for elementary and junior high students

Revised: October 30, 2000 - Technical changes

Revised: January 8, 2002 – Added transportation of students and background check section

Revised: September 1, 2009 – No content change, renumbered from 5S-003 with reorganization of Policy Table of Contents.

Revised: March 4, 2013 – Added language on collection and distribution of monies from fundraisers. Technical changes to comply with state law, rule or District practice. Reformatted.

Revised: September 4, 2018 – Modifies language for extended travel o junior high students.

Revised: March 5, 2019 – Added public transportation as an option.

Revised: April 19, 2022 - Added to exclude Elementary from extended travel.
