

Regulation 3541.1: Transportation For School-Related Trips

Status: ADOPTED

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Definitions: School-Sponsored and Not-School-Sponsored Excursions/Field Trips

1. School-Sponsored Excursions/Field Trips

School-sponsored excursions/field trips are activities in which student attendance is voluntary and for which attendance credit may be given. Because the excursion is voluntary, the district is protected from liability under Education Code 35330, "All persons making the field trip or excursion shall be deemed to have waived all claims against the district or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion." Students and adults participating in a school-sponsored excursion/field trip shall complete the "Notice of School-Sponsored Field Trip or Co-Curricular Activity" form 3541-1a, "Chaperone Information" form 3541-1b, or the "School-Sponsored Field Trip Notice and Medical Authorization for Student (Multiple Trips)" form 3541-1c, whichever applies to the trip. If the school-sponsored excursion/field trip is out-of-state or is an extended trip, the school must present detailed information to the Board for prior approval. Once approved, parent consent forms must also be received.

2. Not-School-Sponsored Excursion/Field Trip:

- a. Local or out-of-state/overnight/extended
- b. Distribution of information requires administrative approval
- c. No Board action taken

As a service to students and parents, the district may distribute materials relating to an excursion sponsored by an outside organization for which student attendance is voluntary. The principal and assistant superintendent jointly approve the distribution of materials using the form "Approval to Distribute Materials Not-School-Sponsored Field Trip" form 3541-3. Organizations sponsoring this type of excursion/field trip must show proof of insurance. Students shall not be absent from school when participating in a nonschool-sponsored excursion/field trip. All materials distributed to students/parents for a nonschool-sponsored excursion/field trip must include the following disclaimer to ensure that students/parents understand that the trip is not District sponsored:

As stated in the California Education Code 35330(d), "All persons making the field trip or excursion shall be deemed to have waived all claims against the district, a charter school, or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking out-of-state field trips or excursions and all parents or guardians of pupils taking out-of-state field trips or excursions shall sign a statement waiving all claims."

Guidelines for School-Sponsored Excursions/Field Trips:

The following guidelines shall be observed for all school-sponsored excursion/field trips (including walking field trips):

1. The suitability of the activity as it relates to the total school program shall be determined. This suitability shall include whether or not the students will miss a school day, the effects of the activity on the school's total educational program, the timing of the activity, etc.
2. The activity shall be within school/district program budgetary allocations or provided at no expense to the district.
3. Every effort shall be made to determine that the educational experience obtained via an off-campus activity is at the nearest possible site location.
4. On any activity, it shall be the responsibility of the principal to see that adequate adult supervision is provided.
5. Adequate adult supervision shall be provided taking into consideration the ages of the students, their special needs, the location, and the type of activity.
6. A certificated staff member, certified walk-on coach, or other person designated by a site administrator shall ride each bus with pupils to and from the field trip destination. While at the field trip destination, a certificated

staff member or certified walk-on coach at least 21 years of age shall directly supervise students by chaperoning them in their immediate vicinity whenever reasonable (also see "Excursion/Field Trip Supervision 4a, below.)

7. While conducting a trip, the teacher, employee, or agent of the school shall have the school's first aid kit in his/her possession or immediately available. (Education Code 32040, 32041)
8. The designated chaperone of each bus load of pupils shall take roll when departing from the school premises and when departing from the field trip destination to return to the school.
9. All students, staff, and chaperones participating in a field trip shall complete forms 3541-1a, 3541-1b, and 3541-1c. Completed forms must be on file with the Principal or their designee on campus prior to the field trip. The faculty sponsor shall keep a copy of the completed forms in his/her possession at all times while on a field trip.
10. Whenever trips are conducted in areas known to be infested with poisonous snakes:
 - a. The first aid kit taken on the trip shall contain medically accepted snakebite remedies. (Education Code 32043)
 - b. The trip shall be accompanied by a teacher, employee, or agent of the school who has completed a first aid course which is certified by the American Red Cross and which emphasizes the treatment of snakebites. (Education Code 32043)
11. Students may be asked to subsidize the cost of mandatory excursion/field trips; however, no student shall be denied participation for financial inability, nor shall nonparticipation be penalized academically.

School-Sponsored Out-of-State / Overnight / Extended Field Trips

Due to concern for safety and security when traveling in the U.S. and abroad, the Governing Board may, on a case-by-case basis, rescind its approval for an extended/overnight field trip. In addition to safety, another concern for these types of field trips is the deposit money that is paid, often months prior to departure, which may need to be forfeited should the Board rescind approval of the field trip. Teachers and other organizers of overnight/extended field trips must be certain when making arrangements with a travel agent that the deposit money will be refunded if the Board rescinds its approval. The district policy must be made clear to the parent and the tour organizer/travel agent, and all deposits must be refundable to parents. In addition, a waiver of liability with the district must be signed by all field trip participants.

All school-sponsored out-of-state, overnight field trips, or field trips that are in excess of 300 miles one way shall be presented to the Board for prior approval (see attached forms 3541-2a [3 pages] and 3541-2b [1 page].) The Superintendent or designee may approve all other field trips upon the recommendation of the principal. For school-sponsored overnight/extended field trips, the following procedures shall be followed:

1. The faculty sponsor shall submit an itinerary, plan of organization, estimate of cost, funding source, statement of objectives, and a clear delineation of ways in which the district requirements for sponsorship will be met (see attached forms 3541-2a [3 pages] and 3541-2b [1 page].)
2. This written plan must be submitted to the principal for transmittal to the Assistant Superintendent of Educational Services in sufficient time to appear on the agenda at a meeting of the Board prior to the date of the field trip.
3. The Assistant Superintendent of Educational Services shall review the plan, validate that all requirements have been met, and transmit it to the Board for consideration and approval.
4. Following presentation to the Board, a copy of the application, indicating the action taken and signed by the Superintendent or designee, will be forwarded to the principal.
5. When taking students on an out-of-state/overnight/extended field trip, the teacher/adult in charge shall issue to each student and adult participating on the trip the consent/medical authorization/waiver form (Form 3541-1a, 3541-1b, 3541-1c, as appropriate) and a release and waiver of liability and indemnity agreement (Form 3541-2b). The completed form(s) shall remain in the possession of the teacher/adult in charge for the duration of the field trip.

6. All other procedures and precautions applicable to local field trips are to be observed.

Excursion/Field Trip Supervision

1. Students on school-sponsored trips are under the jurisdiction of the Board and are subject to school rules and regulations.
2. Teachers or other certified personnel shall accompany students on all trips and shall assume responsibility for their proper conduct.
3. Before the trip, teachers shall provide adult chaperones who may accompany the students with clear information regarding their responsibilities.
4. All extra-curricular activities shall be directly supervised by a certificated or certified employee. "Direct supervision" is defined as a certificated or certified person being in the physical presence, within reasonable sight or sound, of students during a specific activity.
 - a. If a certified advisor/coach under the age of 21 is supervising students, then a certificated or an additional certified person, 21 years of age or older, must provide at least indirect supervision of those students. "Indirect supervision" is defined as appropriate supervisory personnel being in an accessible place on the same site. The under-21-year-old advisor/coach must be informed of this person's whereabouts at all times.
 - b. When an activity group is performing at different locations, there must be direct or indirect supervision of students at each location provided by a certificated staff member, a certified advisor/coach over the age of 21, or another person over the age of 21, designated by a site administrator.
5. Chaperones shall be assigned a prescribed group of students and shall be responsible for the continuous monitoring of these students' activities.
6. Teachers and chaperones shall not consume alcoholic beverages or use controlled substances while accompanying and supervising students on a trip.
7. All chaperones will complete and sign the Chaperone Information Form 3541-1b.

Additional Guidelines for High School Major Field Trips (Extended Time and/or Distance)

A major field trip shall be defined as "in excess of four nights and/or 500 miles one way." When submitting a request for approval of a major field trip, the person in charge shall list the per pupil cost of the trip, with and without booster club support.

1. Band, Chorus, and Athletic Teams
 - a. The band (including auxiliary units) and chorus shall schedule major field trips no more often than every two years. The band and chorus are encouraged not to take major field trips during the same year.
 - b. All athletic teams shall meet the requirements for major field trip as stipulated under CIF regulations.
 - c. Varsity athletic teams may request a major field trip no more often than every two years.
 - d. Sometime during the second semester prior to the year of the activity, group shall submit an application to the administration and the Board of Education for preliminary approval.

2. Competition Groups (Mock Trial Team, Academic Decathlon, Academic Quiz Team, etc.)

Activity groups shall annually request approval from the Board to participate in competitions. The approval of any travel associated with advancement in the competition will also be included in the approval.

3. Yell/Song/Cheer may annually request approval from the Board to participate in competitions/exhibitions. The approval of any travel associated with advancement in the competition will also be included in the approval. Only varsity teams may request approval to take major field trips as part of their competition.

4. Clubs

- a. Club sponsors shall request approval from the Board of Education for club-related major field trips, whether conducted during the school year or during the summer.
- b. Any travel fees associated with the membership of a specific club shall be communicated to students and parents prior to the students joining the club.

5. Trips Other Than for Competition/Exhibition:

Any activity group may participate in more than one major field trip every two years if the following conditions are met:

- a. Student absence from school does not exceed one day. The exception to this would be for educational activity trips that do not exceed ten (10) school days.
 - b. There is no fundraising necessary.
6. When school is in session, the length of time spent for a field trip shall be allocated exclusively to travel, competition, and other educational activities approved by the high school principal.
 7. Recognizing the importance of regular school attendance, every effort will be made to keep the length of extended field trips to an appropriate minimum. Credited attendance shall not exceed ten (10) school days (Education Code section 35330).

Transportation Requests

The following procedures shall be observed for all school field trips:

1. The teacher who desires to conduct a field trip shall obtain, complete, and submit a Transportation Request Form 3541-4 (see sample).
2. Call the district Transportation Department to verify with the lead bus driver that transportation is available at the time and on the date requested. On the "Transportation Availability Verification" line of the Transportation Request Form 3541-4, fill in the date on which the transportation availability was verified by phone or email, and the name of the transportation person making the verification.
3. The staff or person making the request shall sign the form and forward it to the appropriate administrator for signature. The school shall remove the goldenrod copy and forward all other copies to the transportation supervisor.

All transportation requests must be received at the district office at least two weeks before the anticipated trip.

The Transportation Department will notify the school if there is any cancellation or change in the departure time or date.

The person coordinating any trip should call Transportation the day before the trip for final verification that buses have been assigned and departure and return times are correct.

Transportation by Private Automobile

The District does not encourage any employee to transport students because of the person liability that the individual accepts by doing so. Private cars driven by parents or teachers may be used when the situation warrants and the following procedures are followed. Students may not drive themselves to field trip activities.

1. The Principal or a designated staff member must be notified of the intent to use private automobile in the following manner: Prior to the trip, the driver shall complete the "School Driver Registration Form (3541-5a)" and the "Waiver of Liability, Assumption of Risk, and Indemnity Agreement Form (3541-5b)", and properly file both with the ASB Vice Principal.
2. Drivers shall possess a valid California driver's license and liability insurance of \$300,000 or more per occurrence.

3. District personnel who frequently transport students in their private vehicles shall possess a valid California driver's license and carry liability insurance of \$300,000 or more per occurrence.
4. A seat belt or child passenger restraint system must be provided for each passenger as required by law, and the driver must ensure that each passenger uses his/her seat belt or child passenger restraint system at all times.
5. Trucks and pick-ups may not transport more persons than can safely sit in the passenger compartment and for which there are functional seat belts and/or child passenger restraint systems as required by law.
6. The number of passengers, including the driver, shall not exceed the capacity for which the vehicle was designed and should not, in any case, exceed ten (10) occupants (Education Code Section 39830).

Fund Raising

1. Every effort shall be made to identify students who are financially unable to participate in activities or attend field trips and to have the cost for those students' participation on field trips paid through booster clubs and/or fund raisers.
 2. Fund raising for field trips and activities needs to be pre-approved and scheduled through the Assistant Principal of Activities and Athletics.
 3. Since community resources help to fund many of our field trips, sponsors are encouraged to use local businesses for field trip arrangements.
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