



Akron Public Schools®

**Educational Field Trips
Field Experiences
Guide and Policy Manual**

Revised 2023

Any APS staff member, or representative, should adhere to all policies and procedures as outlined in this guidance document. Engaging in the community is one of the most valuable experiences scholars may have while attending school, however, their safety and well-being is priority. Please disregard any previous versions of the Field Trip Manual or associated forms/checklists.

Additional questions regarding transportation options, please email transport@apslearns.org
or call Transportation Office, 330-761-1390 or Business Affairs Office 330-761-2806

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<p>Akron Board Policies</p> <p><i>Note: APS may develop administrative guidelines to provide details and logistics as related to board policies. The enclosed field trip guidance manual encompasses all guidelines, in compliance with policy, and up to date contact or relevant information.</i></p> <p>Travel Priority Document: This reference document supports travel priority given to transportation reservations.</p> <p>APS Educational Field Trip Checklist (Required)</p>	<p>Policy # 2340: Field and Other District-Sponsored Events</p> <p>Policy #8640 Transportation for Field and Other District-Sponsored Trips</p> <p>Policy #8660 Incidental Transportation of Students by Private Vehicle</p> <p>Policy #8600.4 Bus/Van Driver Certification</p> <p>Policy #5341 Emergency Medical Authorization</p> <p>Policy #5515 Use of Motor Vehicles</p>

What constitutes and educational field trip?

Any educational, sporting, community, etc. school sponsored activity that takes place outside of the traditional brick and mortar school of registration for any amount of time is considered an educational field experiences. These may also be referred to as classroom/building field trips, special events, academic and sports competitions, Essential Experiences, Guaranteed Experiences or others.

- Educational and co-curricular trips are activities which take students from school property for educational/co-curricular purposes which is under the supervision of a professional staff member.
- Educational field trips are to be an integral part of a course of study and approved by the administration.
- All trips are to relate to approved school sponsored programs.
- Athletic sports trips are Board approved and charged to athletic accounts.
- Trips arranged and paid for directly by Booster groups, outside clubs, youth groups or paid individually by students that do not involve district financial support and ***still considered a school sponsored trip.***
- All trips are to be scheduled using the established school calendar to avoid scheduling on days where district-wide testing festivals, award ceremonies etc. are already listed.

Staff should use this manual as they complete the [Educational Checklist](#) and for complete guidance on successful school field experiences outside the classroom. Updates may be posted as needed from administrative guidelines, policy, or additional directions.

APS Transportation Requests

Schools/departments are responsible for arranging transportation accommodations through APS Transportation Services (bus or van) or an approved charter transporter per the following information. Schools/departments are also responsible for cancellation of trips and removing the trip from TripTracker.

When requesting a APS Bus:

- Buses may transport **only** Akron Public School students and approved adult chaperones.
- Buses hold seventy two (72) passengers at three to a seat, forty eight (48) at two to a seat.
- APS buses may not travel south fo Columbus, Ohio and do not leave the state of Ohio.
- Bus drivers will conduct a brief safety briefing to all passengers prior to original departure.
- School buses may be scheduled for field trips Monday through Friday between the hours of 9:15 a.m. and 1:30 p.m. and after 4:30 p.m., all day Saturdays, from September through the middle of May.
- Complete all areas of the Triptracker and submit for approval.
 - Date of field trip
 - Reason for trip
 - Funding Source - Account/PO#/outside source
 - Times of departure and return
 - Destination and address
 - Number of students, adults
 - Notes: special accomodations
 - Contact name, contact cell phone

Completed Triptrackers must be in the office of Transportation Services a minimum of two (2) weeks prior to the date of the trip. Staff must submit the appropriate Education Field Trip Checklist to Curriculum & Instruction at least three (3) weeks prior to the date of your trip (or sooner). Failure to submit the educational field trip paperwork in time will result in the trip being denied.

- A **24 hour cancellation** is requested. If we are unable to reach the driver due to a short cancellation time, you will be charged for a minimum trip.
- **Overnight trips** - Prior approval must be received for overnight trips from the Superintendent before final authorization is granted. See section on overnight trips in this manual.

Athletic Transportation

Athletic Directors are responsible for arranging transportation accommodations through APS Transportation Services (bus or van) or an approved charter transporter.

Athletic Directors and/or coaches must submit a completed bus request via TripTracker Transportation holding the bus dates and may use the notes sectionw with a follow up email to schedule.

- date(s), destination(s), departure/return times and pick-up location. Contact the Transportation Department to receive and share the form. It is suggested that the form include the entire

season's schedule for away games. Other dates may be added as needed but it is important to schedule the transportation as soon as possible. Please note: APS Board owned vans are available for coaches to use to transport small team groups. Contact your athletic director for more information regarding applying for state certification to drive one of the APS vans.

- Contact the Transportation Office to receive access to TripTracker for Athletic Trips and complete the schedule.
- You will need to have the School, Sport, Coach Name, Coach Email, Coach Cell#, Date, Total Riders, # of buses, Destination, Departure and return times, door pick up, and indicate if it is a game or practice.
- It is important that after you complete the schedule, you submit it with the Transportation Office. *Please note: if you make changes to the trip, you must contact the transportation office immediately.* The office does not get an automatic notification that you have changed trips and this will result in transportation not arriving.
- **Important note:** All transportation requests are APS buses first. Transportation will contact you if we are not able to accommodate your request(s). Please do not schedule a charter bus without approval from your director.

Self Transportation:

Student Drivers: Board does not permit students to drive for educational and co-curricular trips and **does not permit them to drive other students.** Student drivers are not covered under Akron Public Schools' insurance. Should students drive to school-scheduled approved events such as sports practice, co-curricular functions, etc., you must provide them and their guardians with a Assumption of Risk Form indicating we have no insurance and the risk assumed by the guardian should they allow their student to drive. Refer to Board Policy 8640.

Staff driving their own vehicles to approved educational/co-curricular field trips and/or school-sponsored events, without students, are covered with the Board's insurance as primary coverage and the employee's insurance as secondary as long as the APS staff member is directly assigned to support the field trip.

Guardians/Volunteers driving students for an approved educational field trip **must** be informed that their automobile insurance will be primary liability (third party) coverage, should there be an accident. They also need to complete a Parent/Volunteer Driver Form. **Please note:** guardian drivers must produce evidence of a current valid driver's license and automobile insurance—personal with liability of no less than \$300,000 and property liability of \$500,000. A copy of the volunteer driver form must be kept on file in the school office. The condition of vehicle flashers, seat belts, car/booster seats (if applicable) should be checked.

Liability & Safety on Field Experiences

The Akron Public Schools have a duty to exercise reasonable care to assure the safety of students. Safety is the responsibility of all school employees, both the professional and non-certificated personnel, by reason of their employment. The object here is to exercise prudent judgment so as to prevent needless injury or property damage.

Safety Concerns

Safety is of major importance when planning educational and/or co-curricular field trips.

In planning trips, all school personnel must be conscious of the need to exercise prudent judgment to avoid needless injury or property damage. Therefore, specific procedures for safe transportation and adequate supervision must be incorporated into the plan. Such safeguards should include but not be limited to the following:

- No swimming or water-related activities are permitted on any field trip.
- Complete, in full, the APS Educational Field Trips checklist three weeks in advance in order to fully process approval.
- Follow established procedures without deviating in any detail.
- Arrange a pre-trip meeting with guardian drivers or provide contractual drivers with written instructions regarding student behavior.
- Maintain suggested adequate adult-pupil ratio: ratio of 1 adult to 10 scholars; for trips exceeding 4 hours and all out-of-state trips, a ratio of 1 adult to 5 scholars is to be maintained.
- Special Education adult-pupil ratio of 1 adult to 5 scholars is to be maintained.
- K-12 Essential and Guaranteed Experiences trips suggested ratio is 1 certificated staff to 25 scholars providing the trips are single day trips happening during the regular school day.
- Be certain scholars are aware of rules and regulations.
- Keep scholars in supervised groups.
- Follow Akron Public Schools Code of Student Behavior.
- When scholars are transported by bus or van, use of a school board-owned/operated bus or van or an APS approved contractor is required.
- If weather or other conditions make a planned trip hazardous, it should be canceled and guardians notified. If a trip is in progress and hazardous conditions develop, the trip should be discontinued, shelter should be taken until the hazardous conditions pass, the scholars should be returned to the building and guardians notified.
- Take along parent/guardian phone numbers and leave a copy with your principal.
- Stay within the arranged time frame and approved destination for the trip; keep a contact person informed in case of any delay. Notify guardians of any delay when the field trip does not conform to standard school hours.

Supervision

The building principal is responsible for final approval of all supervisory personnel for field trips. Names of all chaperones must be submitted to the principal for approval.

- Submit chaperone names to your principal for approval.
- APS Staff who act as chaperones must have approval from their immediate supervisor to attend.
- Chaperones/adult supervision must be in place for all students at all times.
- Must have at least one (1) staff or chaperone on every bus or van and seated amongst students.
- Children of chaperones are not permitted on the bus or the educational field trip.
- If a group is divided into sub-groups for multi-activities or transportation, the teacher/coach **must** orient each adult. Specific guidelines for the trip and/or for each sub-group's activity must be given to all chaperones. The teacher/coach is still in charge and has primary responsibility.

Emergencies

- Emergency medical cards should be taken on all trips at all times on the field trip.
- In case of any accident or incident, contact the building principal immediately. The building principal will contact their Supervisor or Director and Business Affairs. In the event of a vehicle accident, the transportation department will notify the building principal as well.
- The building principal or their representative is responsible to notify guardians when an accident/incident occurs either at the field trip site or on any form of transportation.

Overnite or Out of State Trips:

In addition to the above, the following items are required.

- Completed superintendent worksheet [Superintendent Overnight/Out of Town Approval Form](#)
- Approval from the superintendent or his/her designee.
- A detailed itinerary of the field trip days and evidence of communication to parent/guardian of itinerary.
- Overnight trips must have at least one (1) adult chaperone for each sex (male/female) of five (5) students on the trip and a detailed safety/supervision plan in place.
- Other items as required by the supervisor.
- [Overnight/out of town approval process.](#)

Collection and Attendance Records:

When students contribute money to offset the cost of a field trip, clear and concise records must be kept of the money received. Each student's name, the date paid and the amount paid must be documented. A [Collection and Attendance Form](#) has been provided for your use. You may use the form for the purposes of collecting funds from students for the field trip (eg: Admission Fees) and for all students who were in attendance on the trip. Alternatively, staff may use a TAC/eSchool report to document attendance or

generate a records report. Monies collected must be turned over to the school treasurer daily to be deposited. A receipt must be obtained from the school treasurer and retained with the other field trip records. The total of the collection record must reconcile with the total of the receipts.

All collection records are required to be retained for four (4) full years. Prepare folders to hold all field trip paperwork including permission slips, transportation and destination information, the Field Trip Checklist, the collection records and copies of the letters sent out to the guardians.

Educational Field Trip Costs:

- The cost of a reimbursable field trip is figured using \$40.00 an hour and \$1.30 a mile. Costs are figured from bus garage to bus garage.
- Reimbursable field trips (those not charged to Athletics, the General Fund or a school fund) require a Purchase Order # to be placed on the Triptracker form. If being funded by another source, such as Children's Concert Society, etc., complete information must be the following Notes in Triptracker: organization, contact name, address, phone number and email address.

The below will give you an estimate of how much the trip will cost. It is better to overestimate than to underestimate. (continued)

Step 1: Compute Mileage Cost

- Find the distance between the bus garage and the school and multiply by 2.
- Find the distance between the school and the destination and multiply by 2.
- Total the miles and multiply by \$1.30.

Step 2: Compute Hours Cost

- Add the total hours of your trip. Example: pickup is at 9:30 AM and bus is to return for you at 12:30 PM plus 30 minutes to get back to school - total = 3 hours 30 minutes.
- Add ½ hour at start and end of the trip for the time from the bus garage to your school = 1 hour.
- Total the hours - 4 ½ hours - and multiply by \$40.00 - total = \$180.00.

Step 3: Total the hourly and mileage amount for the trip total. *Note: If more than one bus is needed, multiply the total by the number of buses.*

- Have the school secretary or treasurer request a purchase order for this amount and forward the PO number to you. When the actual amount is sent to Accounts Payable, the purchase order will be billed. This information may also be found in the Trip Tracker Estimate screen.

Charter Services

- Sometimes trip necessitate the use of a Charter service outside of APS. APS has a pre-approved list of charter companies to select from. Staff must procure their own estimate and funding source. [Current APS Charter Contract Information](#). *Note: This list is subject to change.*

Orthopedic (ortho) bus use:

Below you will find the Transportation Services Department policy regarding the use of ortho buses and what our limitations are. The number of orthopedic buses are limited and will be assigned based on availability.

Please share with your any supervisors and emphasize that extra communication is needed when it comes to the special needs of our students when using ortho buses for field trips. If a class going on a field trip and there are students needing an ortho bus, you will choose *Trip Type: Educational/BusWheelchair* when completing the TripTracker. Any child's specific needs must be communicated to the Transportation Office so they can arrive prepared. Important examples include the following: the wheelchair is oversized, the student needs a harness, or the student needs a car/booster seat. There is one ortho bus that is able to accomodate students that need car/booster seats. The remaining ortho buses have harness accessibility. Our intention is **NOT** to prevent anyone from riding the bus, however, the bus will not move until safety requirements are met.

Every ortho bus takes students to and from school each morning and afternoon. An ortho bus cannot be guaranteed to be available for a field trip before 9:15 a.m. They will arrive as soon as possible. This office will assign buses on the number of wheelchairs and seated passengers you submit on the Triptracker request. Additional teaching staff may have to take their own car to the field trip site if there are not enough seats on the bus. There should be a minimum of one teacher on each bus with the students as bus monitors do not go on field trips. Priority of bus assignment will be given to the earliest reservation made. Submit the Triptracker request as soon as you know your trip date, passenger needs and funding.

Ortho Bus Rules

- Everyone on the bus must have a seat, including the teacher, by state law. Three (3) students in a seat is for elementary students only. Most seats will only hold two (2) adults.
- All wheelchairs are to be strapped down by the driver.
- If a student has an extra large wheelchair, it must be noted on Triptracker request. This reduces the seated passenger capacity of the bus.
- Students cannot and will not be transported in a stroller. They must be in a wheelchair or in a passenger seat.
- If a child needs a car seat, it must be noted on the bus request. This also reduces the seated passenger capacity of the bus. The state law for car seats is under 4 years old or under 40 pounds.
- If a student is on oxygen, regardless of bus type, this must be noted on the bus request.
- A minimum of one teacher or assistant will accompany the students on each bus for the trip.

College & Career Academies of Akron Vans

CCAA has been able to provide each high school with access to a dedicated CCAA van on site. The vans each have roadside assistance, free to use, and dedicated gas access at the bus garage. In order to transport students in the van, staff must be van-certified. Email ccaahelp@apslearns.org for questions about how to become certified or for a list of currently certified drivers at your school.

CCAA Van Driver Certification Process

- **CCAA Van Guidance:**

- Vans are used for groups of 6 passengers or less, with one driver, for purposeful and approved scholar field experiences as adhered to on the field trip checklist.
- CCAA vans support CTSOs, Work Based Learning, Student Leadership Events, Athletics, JROTC, or other small group Experiential Learning.
- Vans are first come, first serve, however, guaranteed experiences take priority.
- Vans are not to be used for personal trips, supply runs not related to scholar events or emergency situations. Emergency student transport should be referred to student services.
- Schools should reserve their own van but may reserve others by coordinating with that location's point of contact for pickup/keys and reservations. If all vans are booked, contact CCAA for assistance

- **CCAA Van Reservation:**

- Field Trips w/CCAA Van
 - Check availability with the high school Trip scheduling secretary.
 - Complete an Educational Field Trip checklist and have it signed by your school administrator.
 - Field trip requestor must fill out [CCAA All In One form](#)
 - Vans may be reserved for all or part of the day between 7:00 am and 8:00 pm Monday through Friday. If the van is beyond this time, contact CCAA.
 - Designated office support staff will ensure all field trip guidance has been completed and then enter a Trip Tracker with the associated account code.
- **Office Staff:**
 - Choose Trip Type: Educational-Career Ed Van
 - Account: Career Education XXX CTSO Transp
 - XXX = High school where the van is housed
 - Enter driver name and CCAA Van # in the notes section.

- **Special CCAA Student Transport:** Reservations **must** be made at least one week in advance with principal permission

- **CCAA Van Locations*:**

- Buchtel 514- Serves Buchtel 6-12
- East 502 - Serves East 6-12
- Ellet 516 - Services Ellet CLC, Hyre CLC
- Firestone 504- Services Firestone CLC, Litchfield
- Garfield 515 - Serves Garfield CLC, Innes CLC
- North 512 - Services North CLC, Jennings CLC

**CCAA will support assignment of vans for IPS, Bridges, AECHS, STEM HS, NIHF STEM MS and will provide an onboarding orientation for van reservations to the assigned designee.*

- **CCAA Van Keys:**

- Each school will be provided with a lockbox that will be kept at a designated location by the principal. The lockbox code will be given to the drivers as needed.

- **Parking Space:**

- Vans have a designated parking place at each cluster high school.

- **Drivers and Gas:**

- Responsible for approved van transportation licensing
- Completes pre, during and post-APS [Van Inspection Form](#) and turns in a yellow copy to office at the conclusion of the trip.
- Picks up and returns van to a designated parking spot.
- Picks up and returns the key to the designated person/lockbox.
- Fills tank when less than half tank or may turn in petty cash receipt up to \$25 to CCAA. [Fueling Instructions](#)

New for 2023: CCAA has purchased roadside assistance for CCAA vans. A copy of the roadside assistance ID for each vehicle is laminated in each vehicle.

Contract Van Operators- Costs

The Transportation Office maintains an active listing of approved contracted van operators. Schools desiring co-curricular van transportation are to submit a Triptracker requesting a van as their mode of transportation. Authorization must be received in advance from the Principal or the Athletic Director. The trips will then be assigned to drivers. Schools/departments are **not** permitted to contact van drivers to schedule a trip. All trips are scheduled by the Transportation Department.

Trips within the City of Akron limits:

- Round trips regardless of time involved: \$52.50
- One-way trips regardless of time involved: \$26.25

Trips outside of the City of Akron limits:

- Outside trips that border Akron limits: \$62.50
- Outside trips that do not border Akron limits: \$72.50 **OR**
- Paid at \$.65/mile using shortest route option in the TripTracker software owned by Akron Public Schools plus:
 - First 8 hours - \$15.75/hr.
 - Over 8 hours - \$23.75/hr

- Mileage will be rounded to nearest mile (i.e., 70.8 miles = 71 miles)
- Time will be billed in increments of quarter hours rounded up/down to the nearest quarter hour.
- Trip time begins at van arrival at pick-up location and ends when students are dropped off.
- Additional \$5.25 will be paid if the trip leaves ¼ hour (15 minutes) after scheduled departure
- Additional \$5.25 will be paid for each additional **unplanned stop(s) *should be planned in advance.***
- Show up fee (cancellations/no shows): \$21.00 Weekends only: \$31.00.
- Parking fees/tolls: Reimbursed by Board to ICO. Original receipts including name and date must be attached to the trip sheet.
- Capacity limited to seven (7) passengers per vehicle - specify if you need a car/booster seat.
- Twenty four (24) hours notice must be given for cancellation (except for inclement weather).
- Van drivers will call the school on the day of the event to see if the event has been canceled. The inquiries will be made after 2:00 p.m. to allow time for last minute cancellations. If the event is canceled after the driver has obtained confirmation, the driver will be paid for a one-way trip.
- Van drivers are not responsible for storing personal belongings of students.
- Van drivers do not provide students with rides home,
- Van drivers shall not transport brothers, sisters, children, other relatives or friends of students, team members or coaches. If funds for these trips come from the General Fund, personal use is not permitted.

Contract Van Operators - Payment

- Invoices are to be signed by the teacher or coach after the trip is completed. Invoices will be forwarded to the Transportation Office by the contract van operator in a timely fashion.
- The Transportation Office will process invoices; checks will be issued by mail to individual drivers.
- Guardians are not on the approved list; thus, they cannot be paid from the co-curricular fund. They may receive a mileage payment if the school has a mileage fund.

Triptracker - Quick Reference for Requesters

Only certain staff members per building location have access to complete this step. Please see your direct supervisor for support.

All trips must be entered into Trip Tracker, including walking trips, those where guardians drive and trips involving charter buses. Users no longer have to enter requisitions in Munis for trips unless a charter bus company is being used.

Go to APS Portal - Applications - Trans-Triptracker

Log in to Versatran Triptracker using your APS Login credentials. Users will see the following sections:

- Request a trip
- View Calendar
- Today

Click the button that says **Request a Trip** (located at top, left corner of screen) and complete the following information:

- **Fill in Trip Information** - note the status is currently Unsubmitted
- **Trip Name** - This field is key because this name will be displayed in Munis as the description of the trip. We are going to use the same naming convention for the entire District. Please enter the group name-destination-date. 30 characters is the max for this field. (i.e, 3rd Grade-Akron Zoo-9/1 or BJS-AkronZoo-9/1)
- **Trip Date** - Type or use drop down
- **Trip Type** - Use drop down - scroll through list or type first letter. Use your best guess at this time for the trip type. If you guess wrong, the Transportation Office will correct it when they schedule the trip.
- **Activity Type** - Use drop down - scroll or type first letter
- **Reason for Trip** - Enter a brief reason
- **Choose account code** - You will choose the expense account from Munis by the name of the account. If the account code you want to use is not there, please contact Todd Adkins in the Finance Office. (The account must have enough available funds in it in order to be used for the trip.) *Account note will fill in once account has been chosen. Make sure this is the correct expense account from Munis.*
- **Requester info** will fill in (it will be you). If your name is not there, check expand list.
- **PO Number** - Skip
- **Origin** - Click drop down and type
- **Departure date** will fill in from trip date above
- **Departure time** - Enter time and A or P for AM/PM (this is not military time)
- **Return Date** will fill in from the trip date above. If this is a multi-day trip, use dropdown to select return date

- **Return time** - Enter time and A or P for AM/PM (this is not military time)
- **Destination** - Use drop down to see list of available trip destinations - can type first few letters to jump to that location in the list
 - *If your destination is not there, you may click Add a New Location - **please check the list carefully before adding a new location. It may be that the destination you want is in the list with a slightly different name.** If you still need to add a location, enter the Name, Address, City, State and Zip of the location and then click the Add Location button*
- **Arrival Date** will be filled in from above
- **Arrival Time** - Estimate the time of arrival at your destination (this time must be later than your departure time above - to allow for travel time)
- **Departure Date** will be filled in from above
- **Departure Time** - Estimate the time of departure (this time must be earlier than your return time above - to allow for travel time)
- **Click the ADD button** to add this destination to your trip
- You can follow the above steps to add multiple destinations on this trip
- **Passenger information** - Estimate number of Adults, Students, Wheelchairs, Vehicles and/or Special Accommodations
- **Contact name and phone number** - This can be the trip sponsor or teacher
- **Notes** - If this trip is being paid for by an outside organization, group or individual, please include the name, address and contact information for billing purposes.
- **Pick up at door #** - Please enter the door # where the bus will pick up the travelers. ***This is required for the Transportation Office.***
- **Click Submit when finished** - You will notice that the status of the trip has changed to Requested. *Automatic emails will be generated at each step of the Trip Process. Requesters will follow most of the steps above to Resubmit of Reschedule a trip that was rejected once the reason(s) for rejection have been corrected*

Working with Triptracker

To search for your trips, click Trips at the top, right corner of the screen and then click Search Trips. Enter some data if you wish to narrow your search or you can simply click the Search button and all of the trips will appear. At the very least, you should select yourself in the Requester field and perhaps enter a date range in the Scheduled Date fields.

***Cloning a trip** makes it easy to schedule trips to the same location or scheduling of recurring trips. Once you have requested the first trip and it is in the system at the level of Requested or above, you can search your trips to find it, click on it to open and click the Clone button. This will bring up an Unsubmitted Trip Request that you can edit (name, dates, times, number of students, etc.) then submit without having to completely re-enter all the information. To submit the cloned trip, click the Save button at the bottom of the screen. This can be a real timesaver for you. **Warning:** check carefully that you change/update all the data when cloning. Speaking from experience!*

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INTRADISTRICT MEMORANDUMS

TO: Akron Board of Education Employees

FROM: Debra J. Foulk

DATE: August, 2023

RE: Akron Board of Education Employees Using Personal Vehicles on Official Business

Akron Board of Education employees using their personal vehicles on official school business are provided primary **liability** (third party) coverage under our Governmental Underwriters of America, Inc. (GUA, Inc.) fleet insurance.

This primary insurance coverage is provided for Akron Board of Education employees using their personal vehicles under the “scope of employment.” Employees are defined as individuals included in the Akron Board of Education payroll system who have taxes and retirement withheld. “Scope of employment” is interpreted as those activities **necessary** and **usual** in order to carry out daily job responsibilities.

Examples of employees’ use of personal vehicles on official school business: teachers, psychologists, Maintenance Services and Buildings & Grounds employees, supervisors and coordinators assigned or working at more than one location; employees taking students home if they miss their normal means of transportation, and teachers who supervise students working at job sites through an approved educational program as part of their assigned work duties acting as an agent for the district.

The Board’s insurance becomes primary coverage and the employees’ insurance is secondary coverage for automobile liability claims that may result from the employees’ use of their personal vehicles on school business.

- **The Board’s policy would respond to third party property damage or bodily injury resulting from the accident.** This coverage pertains to the liability portion of the accident.

- There is **NO COVERAGE** for physical damage to the employee’s personal vehicle. This damage would have to be covered by the employee’s personal insurance policy.

If liable, an accident claim must be filed under the Governmental Underwriters of America, Inc. fleet insurance policy. The process for filing is as follows:

- The employee obtains a copy of the policy report made at the scene of the accident.
- An Akron Board of Education Vehicle Accident Report Form is to be obtained by the employee from the office of the principal or department head.

- The employee **must** complete the Vehicle Report Form and forward it with the police report attached to Transportation Services within twelve (12) hours of the accident.

Governmental Underwriters of America, Inc. will be notified of the accident by the Coordinator, Transportation Services, and a claims adjuster will contact the employee.

DJF:rlb

Regarding: Compensation of School District Officials or Employees by Private Travel Vendors

The Auditor of State's Office is taking the position that any compensation paid by a private travel vendor to a school district official or employee after the official or employee has participated in selecting the vendor to provide a field trip is "public money" and must be remitted to the school district.

Ohio Revised Code 117.01(C) as "any money received, collected by, or due a public official under color of office...." Since school district board members, superintendents, administrators, principals and teachers are all "public officials" under this legal definition, such monies received must be returned to the school district.

All types of compensation – cash checks, stocks or other securities gifts such as televisions, microwave ovens, computers, discount certificates and the like must be returned to the district. Similarly, travel vouchers, tickets and passes are all "public money," if paid by vendors personally to the staff member or official who was involved in the vendor selection process.

The Auditor does make an exception for free travel and lodging for required staff field trip travel. In a March 20, 2000 correspondence to Columbus City Schools, the Auditor's legal staff clarifies that the common practice of providing one or more free trips to adult chaperones and/or teachers who are required to accompany students on a field trip is fully permissible. The letter recognizes that in this situation, "the teachers and/or chaperones accompanying students on a school related trip are in essence on a business trip;..free trip given for teachers and/or chaperones accompanying students on these school related trips can be viewed as a cost savings to the school district since we are assuming the district would orally be responsible for paying the cost for the teachers and/or chaperones." The distinction here is that the staff member does not get a personal benefit of cash or a gift from the vendor in return for selecting them for the travel.