

JJA-R STUDENT TRAVEL REGULATIONS

The Superintendent or his/her designee is responsible for ensuring that student travel planning is carried out to ensure the safety of students, including but not limited to the following conditions:

1. Transportation

The use of vans or private automobiles for trips planned to include late night or overnight student travel is prohibited. Late night or overnight trips will use commercial motor coaches.

Trips planned to include late night or overnight student travel will include a pre-trip check of companies, drivers, and vehicles. CORI checks will be conducted in accordance with Massachusetts General Laws Chapter 71, section 38R.

The Superintendent or designee will ensure that the selected carrier is licensed for passenger transportation by the Federal Motor Carrier Safety Administration (FMCSA). The district will not contract with any carrier that has a safety rating of "conditional" or "unsatisfactory." FMCSA ratings are available at <http://www.saftersys.org/>.

The contract with the carrier will prohibit the use of subcontractors unless sufficient notice is given to the district that allows verification of the subcontractor's qualifications.

2. Trip Scheduling

Overnight accommodations should be made in advance with student safety and security in mind. Whenever possible, trip schedulers should avoid planning student travel between the hours of midnight and 6:00 a.m., due to the increased risk of vehicular accidents during this time period.

Whenever possible, overnight trips should be scheduled on weekends or during school vacations to minimize lost classroom time. Non-academic field trips are considered "optional school programs" and do not count toward meeting structured learning time requirements. (Refer to the Massachusetts Department of Education publication Student Learning Time Regulations Guide.)

Trip itineraries must leave enough time for drivers to rest in conformity with federal hour-of-service requirements and common sense.

Trip scheduling should consider the likelihood of delays due to weather, traffic, stragglers, and other unanticipated factors.

ORIGINAL ADOPTION:

REVISION: 8/23/22

FIRST READING: 3/1/11

SECOND READING: 4/5/11; 5/10/11

ADOPTION: 5/10/11; 8/23/22

REVIEW:

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

If most of a class is participating in a trip, the school should provide appropriate substitute activities for non-participants.

3. Student Travel Fundraising

The amount of time to be devoted to fundraising should be reasonable and not interfere with students' obligations for homework, after-school activities, and jobs.

Group fundraising activities are preferred. Students should not be assigned individual fundraising targets.

If students are charged individual fees for participation, every effort should be made to provide scholarships where needed.

Policies and Procedures

The allowable method of payments is included in Minuteman's Manual of Financial Procedures.

Final Accountability

A statement of final accountability must be submitted by the authorized trip sponsor promptly after the completion of the trip. Final accountability statements should include at least the following: date; notation of advance funds received (if applicable - amount, date, and check number); complete listing of itemized expenditures paid - together with documentary evidence of payment; totals of cash or checks expended; notation and totals of credit card or open account expenses (if applicable); the amount returned to the student activities if advances received exceed documented expenditures; the amount of additional reimbursement requested if travel expenses incurred exceed travel advances received; signature of person completing final accountability statement and signature of School Principal or their designee to indicate that there has been an acceptable final accountability.

CROSS REF: IJOA, Field Trips

LEGAL REF: CHAPTER 346 OF THE ACTS OF 2002 (et al) approved on
October 9, 2002
M.G.L. 69:1B; 71:37N; 71:38R 603 CMR 27.00

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Additional Resources

Federal Motor Carrier Safety Administration (FMCSA) <http://www.fmcsa.gov>

United Motorcoach Association – Student Motorcoach Travel Safety Guide (includes "Motorcoach Safety Checklist") <http://www.uma.org/consumerhelp/studentguide.asp>

Department of Defense's approved list of motor carriers
<http://www.mtmc.army.mil/content/504/approvedlist.pdf>

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