Student Travel Guidance
Work of Student Travel Task Force

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Guiding Principles: Establish the least restrictive set of guidelines for student travel that ensures the safety of students, staff, chaperones, and the District; ensures appropriate use of funding resources, and which can be easily understood, communicated, and implemented**.**

Vision: To establish district-wide travel guidelines that are applicable for all student groups.

Overnight Trips

1. An overnight trip is defined as one requiring lodging accommodations. Grad Night and Sober Grad are not considered overnight trips for purposes of the following guidelines.
2. Generally overnight trips should occur on a limited basis. Circumstances where overnight travel is necessary and appropriate would include such events as State History Day, HOSA, some athletic tournaments and some FFA events.
3. When determining if a trip is to be overnight the following should be considered:
    a. The mode of transportation (district vehicle versus charter bus).
    b. Travel Distance
    c. Required arrival time
    d. The nature of the activity, whether academic in nature or for recreation (reward trips, graduation/promotion trips).
4. When utilizing charter transportation, the charter driver's time limitations may determine the need for an overnight stay.
5. District funds are allowable only for necessary overnight accommodations for academic trips. Funding may come from different funding sources.
6. ASB funds would be required for travel expenses related to recreational activities.
7. All overnight trips must have advance approval of the site Principal and the Governing Board. Requests for overnight travel are to be submitted to the Administrative Assistant to the Superintendent at least two weeks in advance of the Board approval date.

8 . All requests for overnight travel for which district vehicles and/or funding are used must include a complete and accurate itinerary of events utilizing the approved Itinerary form. If approved, the mileage for optional activities may be charged to funding sources such as ASB. No "extra nights" will be permitted without an approved itinerary.

9. When ASB is funding an overnight recreational activity, the necessary funds must be on deposit in the ASB account prior to the event.

10. A parent permission slip must be on file for any overnight trips. The permission slip must include notification that students may participate in a water activity (see attached sample) as most hotel accommodations have pools/spas. Students' PowerSchool Emergency Contact information will be provided by the school nurse to be used in the event a parent or guardian needs to be contacted.

Student Housing

1. Number of students per room:
    a. Four per room, gender permitting, in a double occupancy room.
    b. Generally, accommodations shall be loaded to maximum capacity.
    c. Alternative room arrangements may be made in special circumstances with approval from administration.
2. Accommodations for special needs students are to be provided in accordance with the individual student's IEP or 504 plans.
3. Acceptable housing
    a. Hotels Only (Private vacation homes of staff members and Airbnb type accommodations have been removed at the advice of the District's liability carrier as they not offer staff for security and emergencies, rooms are not private, and a hold harmless/indemnification agreement must be signed.)
    b. Chaperones may not share room accommodations with a student unless it is a parent/child relationship.
    c. Suites could be appropriate if needed for student rehearsals and/or if the rooms accommodate more than four students. However, the cost/benefit should be considered before making these arrangements.
    d. Suites, villas, and other non-standard accommodations are acceptable with documented evidence that their use does not exceed the cost of standard accommodations.

Chaperones

1. Overnight chaperones, including spouses of district employees, shall be fingerprinted at the expense of the chaperone. Please plan accordingly as clearance may take up to 30 days. The intent is not to deter prospective chaperones, but to heighten the safety of students.
2. Age of Overnight Trip Chaperones
    a. Certificated employees of DUSD age 21 or older may serve as the primary chaperone for an overnight trip.
    b. Excepting (a) above, no person under the age of 25 shall serve as the primary chaperone for an overnight trip.
3. Adult/Student Ratios
    a. One adult x 10 student ratio for Secondary Age Students. In instances where the travel destination specifies a higher or lower ratio, that destination's preferred ratio will be enforced.
    b. One adult x 6 student ratio for Elementary Age Students - In instances where the travel destination specifies a higher or lower ratio, that destination's ratio will be enforced.
    c. Every effort will be made to match the chaperone ratio to the student ratio by gender. In circumstances when only one student of either gender is attending, a chaperone of the same gender will be required.
    d. The Chaperone/Student ratio shall be in effect for all events.
4. Special needs students will be provided chaperones to accommodate their individual IEP or 504 plans. In some situations, the appropriate chaperone may be the student's parent in which case the parent's expenses shall be paid by the district/site to the same extent as the student's expenses are paid. The parent will also be reimbursed for actual meal expenses up to the District's daily per diem limits.
5. District employees as chaperones
    a. District employees are valued as chaperones for student trips as they are known to the district, they are already fingerprinted, and they are many times well acquainted with the children. When possible, staff are permitted to attend such trips with their own children who are attending DUSD schools, or other trips originating from their school site. However, this becomes quite complex in many situations as Principals and Directors must consider the operational needs of the District before authorizing staff to chaperone.

i. When employees "volunteer' to chaperone it will be considered School Business (limit of one day per school year), however time over and above their contract time will be as a "volunteer" on unpaid status.

ii. When employees are needed on the trip due to lack of other chaperones it will be considered School Business and they will be paid overtime for time worked beyond their contract day.

iii. There are occasionally more staff volunteers than needed for the trip. In these instances, a lottery may be held to select chaperones.

6. Paying for chaperone (non-employee) accommodations would be appropriate when attending in a "coaching" capacity. (I.e. a private attorney assisting with Mock Trial)

Student Meals

1. General Fund resources including grant funding, shall only fund meals for Advisors and other employee chaperones on student overnight or outside of school day trips.
2. If ASB or District funds are used to provide **group** meals for students, those meals should also be provided for Advisors, and are **not** eligible for Meal Reimbursement.
3. Nutrition Services should be scheduled to provide meals and snacks for student travel events. ASB funding shall be used for all other student meals.
4. *Generally,* meal stops will be authorized for events more than one-hour distance from DUSD. Coaches are highly encouraged to take advantage of the free dinner program provided by DUSD Nutrition Services and take meals on the trip. When determining if a meal stop is appropriate following an event a variety of factors will be considered including; access to a snack bar at the event venue, distance from DUSD, program budget, etc.

Transportation

Non-District Ground Transportation

1. Transportation services such as Uber, Lyft, and taxis for transporting students is highly discouraged.
2. Car rentals are not allowed for out-of-state travel due to insurance policy limitations. Most destinations provide a means of transportation to/from the airport and from venue to venue.
3. Car rentals for local trips may be allowed when district vehicles are not available, at the discretion of the Director of Transportation.
4. District staff shall not use their personal vehicles to transport students.

Bus Chaperones

1. State law and district policy require adult chaperones on all district and charter buses. A minimum of one coach must ride the bus with every athletic team.
2. All district buses traveling outside the district must have at minimum one district employee or coach on board.
3. The adult chaperone on a chartered bus trip will be required to complete a No Child Left Behind inspection of the bus and sign the appropriate form. (Attached)

District White Fleet

All district white fleet vehicles are equipped with GPS monitoring devices that track miles travelled and speed of travel. All vehicles also have available Road Side Assistance to be used in the case of an accident or breakdown. All drivers must sign acceptance of the following disclosure before operating a district vehicle.

READ BEFORE SIGNING
(For District Employees Only)

You are a representative of the District at all times when operating a District vehicle. As such, you are expected to maintain the highest standards of professional conduct and safety. You are expected to adhere to all laws and regulations governing the safe operation of this vehicle and to adhere to the District's Drug and Alcohol-Free Policy which is found on the reverse side of this form.

It is your responsibility to ensure that prior to operation of the vehicle each occupant is properly seated and appropriately secured by the passenger restraint system. Use of this vehicle is for district business and is limited to the travel itinerary filed with the Transportation Department. It is not for personal use.

Only the person to whom this vehicle is checked out is authorized to operate it. No other person is authorized to operate this vehicle without prior approval of the Transportation Director.

This vehicle may be equipped with Engine Diagnostics and GPS for your safety.

NOTE: THE USE OF THIS VEHICLE IS A PRIVILEGE AND NOT A RIGHT. FAILURE TO ADHERE TO STANDARDS OF PROFESSIONAL CONDUCT AND SAFETY WILL RESULT IN THE LOSS OF USE OF DISTRICT VEHICLES.

Drivers Name:_____ Site:_____
(please print your name)

Drivers Signature:_____ Date:_____

1. Drivers must be cleared and participate in the DMV Pull Notice program. Drivers shall be notified that they are not authorized to share driving responsibilities with non-approved drivers. The privilege of driving a district vehicle may be revoked at any time in the event the driver has 2 or more points on their license in a one-year timeline, at the discretion of the district.
2. District vehicles are not to be used to split travel groups for the convenience of athletes or for participation in non-district events (i.e. Catechism)
3. No more than one district vehicle will be authorized to accompany a bus for purpose other than student transportation
4. For their own safety, when staff have multiple commitments within the district, (i.e. athletic coaching/club advisor, they are encouraged not to do both during a field trip event.
5. Age of Drivers
    a. Employees of DUSD age 23 or older, who have been licensed for a minimum of 3 years, may transport students in a district vehicle.
    b. Excepting (a) above, no person shall transport students in a district vehicle. However, when necessary, there must be two staff members in the vehicle. The driver must be age 23 or older and may transport students in a district vehicle provided they have completed assigned training provided by the Director of Transportation.
6. District funds can be used to support minimum number of vehicles required to safely transport students, staff and equipment, to and from the primary travel destination. Side trips must be pre-approved and will be paid from ASB funds.
7. Students wishing to return home from an event or athletic contest with a parent must have written parent/guardian permission. A standardized form will be available with teachers, trip coordinators, and athletic coaches.
8. At the recommendation of our insurance company, employees operating a district vehicle may not have family members, such as their own children in a district owned vehicle.

Airfare

1. Coach level accommodations should be utilized whenever possible.
2. Travel insurance should not be purchased as in reality there are extremely limited circumstances where the coverage is valid.

Fundraising

District staff should not utilize online fundraising for individual student trips. This should be initiated by students and parents as they deem necessary.

Board Approval /Policy

1. BP 6153 Policy states" Requests for school sponsored trips….in excess of 100 miles shall be submitted to the Superintendent…".
2. New detailed Itinerary form to accompany Board Approval request.
3. Per Board Policy AR 6153
    - Whenever a trip involves water activities, the parent/guardian shall provide specific permission for his/her child to participate. The District shall provide an alternative activity for those whose parents/guardians do not wish them to participate.
    - Pursuant to Education Code 32044, a Board Member, Superintendent, principal, teacher, instructor, or school agent who willfully violates the provisions of Education Code 32040-32044, as specified in item #1 below, may be guilty of a misdemeanor.
        - 1. 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 32041)
    - Whenever trips are conducted in areas known to be infested with poisonous snakes, the first aid kit taken on the trip shall contain medically accepted snakebite remedies. In addition,…an employee …certified in first aid by the American Red Cross…emphasizing the treatment of snake bites shall participate.

Lifeguards are required for all swimming activities. If the activity is at a private pool, the owner of the pool shall provide a certificate of insurance, designating the district as an additional insured, for not less than $500,000 in liability coverage. Staff shall determine supervisory responsibilities of all chaperones.

Other

Time at Destination

1. Field trip/travel itineraries must include time at the destination at least equal to 50% of the travel time to/from the venue. **Please notify transportation of any changes in dates, times and or locations *immediately*.**
2. When offered, docent led activities should be utilized rather than self-guided touring.

3. Amusement parks may be considered educational activities for some specific areas of study – for example engineering – but would require behind-the-scenes activities in these fields to qualify. Generally, amusement parks will be considered recreational.
4. What is "enrichment"?
    - Enrichment activities are intended to complement the strong skill-based curriculum in the core classes and to provide students with opportunities to explore and hone their talents in subject matter areas.
    - Enrichment activities are designed to broaden the educational experience.
    - An enrichment program teaches additional, related material, and keeps the student progress through the curriculum at a normal rate, as opposed to Gifted programs which accelerate the pace.

Out of State Travel

1. District funds may **not** be used for out-of-state student travel. District funds may be used to pay for necessary chaperones.

DINUBA UNIFIED SCHOOL DISTRICT
ACTIVITIES PARTICIPATION
ACKNOWLEDGMENT AND ASSUMPTION OF POTENTIAL RISK

I authorize my son/daughter _____ to participate in the District sponsored activity(ies) of _____

- I understand and acknowledge that these activities have inherent risk of injury/illness to individuals who participate in such activities.
- I understand and acknowledge that participation in this program is voluntary and is not required by the District.
- I understand and acknowledge that by participating in the activity(ies), I and my son/daughter are assuming responsibility for the inherent risks associated with participation in such activity(ies). These activities may include risks associated with, but not limited to, swimming in hotel pools, etc.
- I understand and acknowledge that the district, its employee, officers, or agents are not responsible for any injury/illness which results from a risk inherent to the activity(ies), and which is incident to and/or associated with preparing for and/or participating in the activity(ies).
- For any off-campus trips associated with the activity(ies), I understand that the law states in California Education Code Section 35330, that the Dinuba Unified School District, its officers, agents and employees are held harmless from liability or claims which may arise out of or in connection with my child's participation in this activity.
- I hereby give permission for the district to transport my child to and from campus for purposes of this activity. I understand the transportation may be by school bus, charter bus, school van or private vehicle.

I acknowledge that I have carefully read the ACTIVITIES PARTICIPATION form and that I understand its terms.

_____ _____
Parent/Guardian Date

A signed ACTIVITIES PARTICIPATION form must be on file with the district before a student will be allowed to participate in the above extra-curricular activities.

Copies:

DISTRITO ESCOLAR UNIFICADO DE DINUBA
PARTICIPACIÓN EN ACTIVIDADES
RECONOCIMIENTO Y ACEPTACIÓN DE POTENCIAL RIEGO

Yo autorizo a mi hijo/a _____ para participar en la actividad(es) patrocinada(s) por el distrito de _____.

- Entiendo y acepto que estas actividades tienen riegos inherentes de lesión/enfermedad a individuos que participan en tales actividades.
- Entiendo y acepto que la participación en este programa es voluntaria y no es requerida por el distrito.
- Entiendo y acepto que al participar en la(s) actividad(es), yo y mi hijo/a estamos asumiendo responsabilidad por los riegos inherentes asociados con la participación en tal actividad(es). Estas actividades pueden incluir riesgos asociados con, entre otros, nadar en piscinas de hoteles, etc.
- Entiendo y acepto que el distrito, sus empleados, oficiales o agentes no son responsables de cualquier lesión/enfermedad que resulte de cualquier riego inherente a la actividad(es) y que sea conducente a, o asociada con la preparación o participación en la actividad(es).
- Para cualquier paseo fuera del terreno escolar asociado con la actividad(es), entiendo que la ley declara en el Código de Educación de California Sección 35330, que el Distrito Escolar Unificado de Dinuba, sus oficiales, agentes y empleados están exonerados de responsabilidad y reclamación que pueda surgir de o en conexión con la participación de mi hijo en esta actividad.
- Por la presente doy permiso para que el distrito transporte a mi hijo/a de y al terreno escolar para propósitos de esta actividad. Entiendo que la transportación puede ser en autobús escolar, autobús rentado, camioneta escolar o vehículo privado.

Acepto que he leido cuidadosamente la forma para PARTICIPACION EN ACTIVIDADES y que entiendo sus terminos.

_____ _____
Padre/Guardián Fecha

La forma firmada para PARTICIPACIÓN EN ACTIVIDADES tiene que estar en los archivos del distrito antes de que se le permita al alumno participar en las actividades adicionales al plan de estudios anteriormente mencionadas.

No Child Left on Board

Procedure for School Pupil Activity Bus (SPAB)

SB 1072 Exemption

Some activity trips may be contracted (chartered) through outside transportation companies to meet the needs of Dinuba Unified School District. When the District hires a chartered School Pupil Activity Bus (SPAB) to transport a field/sport/activity trip, the charter bus is not required to be equipped with an operational Child Safety Alert System when the pupils being transported are accompanied by at least one adult chaperone selected by a school official.

If an adult chaperone is not a school employee, the chaperone shall meet the requirements for a school volunteer established by the policies of the school district. One adult chaperone shall have a list of every pupil and adult chaperone, including a school employee, who is on the SPAB bus at the time of departure.

The driver must review all safety and emergency procedures before the initial departure and the driver and adult chaperone will sign a form acknowledging that the safety plan and procedures were reviewed.

Immediately before departure from any location, including rest and/or food stops, the adult chaperone shall account for each pupil on the list of pupils, verify the number of pupils to the driver, and sign a form indicating that all pupils are present and accounted for.

After pupils have exited a school pupil activity bus, and before driving away, the driver shall check all areas of the bus, including, but not limited to, overhead compartments and bathrooms, to ensure that the bus is vacant.

The driver shall sign a form with the time and date verifying that all required procedures have been followed.

The information required above may be recorded on a single form. These forms shall be retained by the school district, outside contractor/SPAB Company for a minimum of two years.

An adult chaperone must be 18 years of age or older, such as a parent, school volunteer, but NO STUDENT of the school district may act as a chaperone. The group leader (examples: Band Director, Football Coach, etc.) from the school site is responsible for ensuring that there is an adult chaperone on each bus utilized for their trip.

In addition to outside contractors/SPAB buses, district bus drivers will not depart on a trip without an adult chaperone unless authorized to do so by the Transportation Department. Bus drivers have been instructed to notify dispatch when there is not an adult chaperone to accompany students on a field, sports or activity trip. The requirement of a chaperone does not apply to home to school routes.

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Dinuba Unified School District

1327 E. El Monte Way, Dinuba, Ca 93618
(559) 595-7282 Fax (559) 595-8162

After Hours Emergency Contact Number (559) 931-3576

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Child Safety Alert System - SPAB Exemption Form

Pursuant to CVC 28160, a School Pupil Activity Bus (SPAB) is not required to be equipped with a Child Safety Alert System if the bus is not used exclusively to transport pupils and all of the following information is obtained and retained by Dinuba Unified School District for a period of two years. This exemption form must be completed for ***each bus*** *used on a SPAB trip.*

The law does not require a SPAB to be equipped with a child safety alert system if all of the following conditions apply:

The SPAB is not used exclusively to transport pupils.	*Yes* ☐ *No* ☐
When the SPAB is used to transport pupils, the pupils are accompanied by at least one adult chaperone selected by a school official.	*Yes* ☐ *No* ☐
One adult **chaperone** has a list of every pupil and adult chaperone who is on the SPAB at the time of departure.	*Yes* ☐ *No* ☐
The **driver** has reviewed all safety and emergency procedures before departure and the driver and the chaperone acknowledge that the safety and emergency procedures were followed.	*Yes* ☐ *No* ☐
Immediately before departure from any location, the **chaperone** shall account for each pupil on the list, verify the number of pupils to the driver. Your signature indicates you have verified all pupils are present and accounted for.	*Yes* ☐ *No* ☐
After pupils have exited a SPAB and before driving away, the **driver** checks all areas of the bus, including overhead compartments and bathrooms.	*Yes* ☐ *No* ☐
The **driver** signs this form with the time and date verifying all required procedures have been followed.	*Yes* ☐ *No* ☐

School/Group:	Destination:

I certify that all required procedures have been followed and this bus is vacant from any passengers.

Driver Name:	Signature:	Time:	Date:
Chaperone Name:	**Signature:**	**Time:**	**Date:**