Appendix 7

BOE Agenda Item Executive Summary
Date: November 7, 2022

Topic: First Review: Proposed Updates to Transportation Policies

Current Policy	Proposed	Title	Notes
P7350	N/A	School Trips and Student Transportation in Private Vehicles	Updates to AIPs

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P7350 SCHOOL TRIPS & STUDENT TRANSPORTATION IN PRIVATE VEHICLES

BOARD POLICY:

<u>SECTION A</u>: SCHOOL TRIPS. Principals and teachers are encouraged to utilize available community resources in planning instructional activities inside and outside the classroom. Experiences outside the classroom such as school trips should include only activities that contribute significantly to the educational enrichment of the student. School trips are considered an integral part of the curriculum. Preparation, plans, evaluation, supervision, and safety precautions are responsibilities of the principals and teachers involved. Administrative Implemental Procedures:

1. A school trip is defined as when students are transported by some conveyance or walk an extended distance (.75 of a mile or more).
2. The school nurse must be involved in school trip planning, and the school nurse is required to sign all school trip plans (Form 7350a – Local School Trip Plan or Form 7350b – 60+ Miles and/or Overnight School Trip Plan).
3. The Form 7350b – 60+ Miles and/or Overnight School Trip Plan must be signed by the principal and school nurse, then submitted to the appropriate Assistant Superintendent or Elementary or Secondary Schools for approval according to the following schedule:
   a. School trip that is 60+ miles from Wichita city limits: Seven (7) calendar days prior to the day of the trip.
   b. Overnight trip: Thirty (30) calendar days prior to the date of the start of the trip.
   c. Trips with a total cost of $20,000 or more: At least six (6) months prior to the start of the trip. Exceptions to the timeline can be made with written approval of the appropriate Assistant Superintendent. A trip itinerary listing any vendors is required to be submitted with Form 7350b.
4. Students, teachers/sponsors, volunteers, and parents/guardians must be informed of their responsibilities.
   a. Transportation for school trips must be by licensed public conveyance, leased motor vehicle, or private passenger vehicle. Authorized drivers of private passenger vehicles may be students, parents, employees, or other licensed individuals. All federal and state regulations are to be adhered to when transporting students in private, rented, or leased vehicles, including school buses. K.S.A. 72-64,100 states that any school district transporting students in a vehicle designed for transporting more than 10 passengers in addition to the driver shall transport such students in a school bus or in a bus other than a school bus (e.g., charter bus) as defined in K.S.A. 72-6486(c).
   b. The Form 7350c - Parent/Guardian School Trip Consent must be signed by parents/guardians and on file with the teacher/sponsor before a student will be permitted to participate in the school trip.
   c. The Form 7350d - Parent-Guardian Athletic Trips Consent must be signed by parents/guardians and on file with the school before a student will be permitted to participate in trips involving athletic competitions.
   d. Teachers/sponsors/staff are responsible for supervising the conduct and activities of students and adults in the group.
5. Before planning or approving a school trip, teachers and principals shall also review:

P1410 – Financial Campaigns and Money Raising Projects; P3402 – Compensation for Out-of-District Travel and the USD 259 Travel and Business Expense Guide; P3420 – Administering School Activities and School Activity Funds; and P3710 – District Liability.

<u>SECTION B</u>: STUDENT TRANSPORTATION IN PRIVATE VEHICLES. Especially at elementary and middle schools, the district encourages the use of buses or district-leased vehicles over private vehicles for the transport of students to and from school-approved activities. If private vehicles are used, such vehicles are expected to be reasonably safe. The driver will provide to the school a signed Form 7350e - Driver Verification and a copy of the driver's license and auto insurance card.

Administrative Implemental Procedures:

1. Definitions
   K.S.A. 8-126(**effe**): Passenger Vehicle – every vehicle which is designed to carry at least three (3), but no more than ten (10) passengers and which is not used for the transportation or delivery of freight and merchandise, per Kansas statute. **Drivers of privately-owned passenger vehicles (that is, vehicles not owned by local, state, or federal government)** cannot transport more than 10 passengers in addition to the driver (see P7350, Section A, AIP 4a).
2. Passenger vehicles which transport students, or any **privately-owned** passenger vehicle must have at least the minimum insurance coverage as listed in K.S.A. 40-3107(e).
   Minimum coverage required:
   a. Liability insurance of at least $25,000 per person per accident with a limit of at least $50,000 per accident involving two or more people.
   b. Property damage of at least $25,000 per accident.
   c. Personal injury protection as defined by K.S.A. 40-3107.
   d. Uninsured motorist and underinsured motorist coverage as required by K.S.A. 40-284.
3. Leased/rented passenger vehicles used for school trips must be secured from district-approved vendors.
4. Private passenger vehicles driven by employees while in their official capacity are covered primarily by the employee's insurance and secondarily by a Board of Education automobile liability insurance policy. The Board of Education coverage is in effect while the employee is using a private passenger vehicle on official school business. This coverage is for liability only and does not cover damage to the employee's vehicle.
5. The school principal and/or sponsoring teacher is expected to exercise reasonable care when arranging for student transportation for school sponsored and approved activities.
6. **Any person using a private vehicle to transport students under this section shall submit Form 7350e – Driver Verification to the school, prior to transporting any students.**
7. **Driver Verification submissions are valid through the end of the academic year in which the form was submitted.**

Board Counsel has reviewed this policy as to legal form and content.

Administrative Responsibility: Elementary and Secondary Education Offices

Most Recent Revision: **October 2022**

Previous Revision: **February 2020** P7350