

INSTRUCTION

Field/Class/Curriculum or Extra-curricular Trips

The Superintendent authorizes the travel for field/class/curriculum or extra-curricular trips under the conditions set for the below.

A. Commercial Carriers

Commercial carriers listed on the School Division's Approved Passenger Motor Carrier List may be used when appropriate. Pre-approval through the School Division's Passenger Carrier Master Agreement must be obtained at least 30 days in advance for the use of non-local and out of state commercial carriers, except for VHSL activities.

B. Privately-Owned Vehicles - general requirements include:

1. No student, parent/legal guardian, or volunteer who has been convicted of two or more traffic violations within the preceding 12 months, has two or more unresolved traffic violations within the preceding 12 months, or has one conviction and one or more unresolved traffic violation(s) within the preceding 12 months, shall drive students on a field trip or to a school-related event.
2. No student, parent/legal guardian, or volunteer who has been convicted of driving under the influence of drugs or alcohol within the preceding five (5) years or who has a driving under the influence of drugs or alcohol charge pending, shall drive students on a field trip or to a school- related event.

3. The coach, activity sponsor, or building principal shall require any person driving students in a private vehicle to display a valid driver's license and parent permission slip, and to sign a written statement, on a school administration-approved form, that such driver does not have convictions or any pending charge(s) which violate applicable law, policy or regulation, and further agreeing to provide a DMV abstract in response to a request by School Administration, prior to such coach, sponsor, or building principal authorizing such driver to transport students. No driver who refuses to provide a DMV abstract upon the request of school administration shall be permitted to drive students on a field trip or to a school-related event.

C. Field Trips and Other School Events

1. Parents/legal guardians, students, volunteers, or other non-division persons, may drive students for field trips or other school events under the following circumstances:
 - a. School bus transportation is not available or feasible because of distance to the event, the limited number of students participating, or in other circumstances designated by the principal.
 - b. Adult students and minor students' parents/guardians are required to complete a field trip permission form, approved by the Department of School Administration, which clearly indicates the type of transportation, the type of driver (e.g. student, parent, volunteer), if not a

member of the school staff, and other pertinent field trip information as required by the principal.

- c. Persons not employed by the School Division and approved for driving for field trips will be required to furnish copies of certificates of insurance showing minimum combined liability limits per person, per accident of \$100,000 and a copy of a valid driver's license which shall be kept on file by the school. (Certificate of insurance coverage may be waived in the event that a rental vehicle is used and insurance with the foregoing limits is part of the rental agreement.) Non-division persons must also sign the certification required by Section B.

D. School Athletic Events

1. Parents/legal guardians, students and other non-division personnel may transport student athletes/athletic teams/cheerleaders to school-related athletic events only if:
 - a. Each adult student or minor student's parent/legal guardian has completed an Athletic Field Trip Form ~~at the beginning of the current athletic season~~ prior to the trip; and
 - b. The adult student or minor student's parents/legal guardian has signed the Release, Waiver and Indemnification form and such form is on file with the athletic team coach; and

- c. No school bus, school vehicle or van transportation is available because of distance to the event, the limited number of students participating or in other circumstances designated by the principal.
2. No parent/legal guardian, student or other non-School Division persons will be permitted to transport an athlete or athletic team unless a copy of a valid driver's license and proof of liability insurance showing minimum combined liability limits of \$100,000 per person, per accident for such driver are on file with the athletic team coach and such driver has signed the certification required by Section B.
3. For School Division employees who transport students on special occasions see Regulation 4-25.1.

E. Scope of School Board Liability Insurance

School Board liability insurance policies will not cover drivers approved under D(3) from liability claims of passengers or third parties, will not provide such drivers with medical pay insurance, and will not protect against uninsured motorists. Consequently, in emergency situations, such as the unavailability of a bus or insufficient seating in an employee's vehicle, non-division persons who transport students to school-related activities or events do so voluntarily and at their own risk. Such drivers shall comply with the minimum liability insurance requirements set forth in Subsection E3c.

1. **Exceptions** - Nothing in this Regulation shall be interpreted to preclude a parent/legal guardian from transporting his/her own children to and from a sporting event or a school-related event with the prior permission of the coach or sponsor.

F. Accommodations for overnight trips

1. All students who participate in extracurricular activities that involve overnight trips should be made aware of the rooming, bathing, and changing facility arrangements for the overnight trip prior to signing up for the trip.
2. Students will choose the rooming, bathing, and changing facilities that align with the student's sex as designated in the student's official record. No student will be required to share rooming, bathing or changing facilities and may request single user facilities for the purpose of maintaining personal privacy. When single user facilities are not available, reasonable efforts will be made to accommodate a student's request for personal privacy.
3. Trip coordinators will respect the confidentiality of students' gender identities and obtain permission before discussing confidential information with other students, staff, chaperones, or unauthorized persons.
4. Students or the parent/legal guardian of a minor student who have concerns regarding rooming, bathing, and changing arrangements should discuss their needs with the trip coordinator.
5. For overnight field trips, students should not be placed into single occupancy accommodations that are not required for other students. A student will not be required to share rooming, bathing, or changing facilities and, upon request, may be offered single user facilities when such are reasonably available.

6. Adults who are not students should not share rooming, changing, or bathing facilities with students. Exceptions may be made for family members.
7. Reasonable efforts should be used to resolve the accommodations needed for students attending the overnight trips.

G. Health and disability considerations

Trip coordinators should consider the health and disability accommodations that may need to be accommodated for students, staff, and chaperones to attend field, class, curriculum, extracurricular related trips. Students who have health issues or disabilities that may need to be accommodated may not be prohibited from attending the trip unless specific health and physical, mental, or emotional abilities are essential requirements for participating in the trip. Examples include but are not limited to: a backpacking trip that requires the ability to hike up mountains; the ability to be outside for long periods of time; the ability to walk for extended periods of time. When planning trips, trip coordinators should consider the transportation, health services, allergy or prescription drug plans, weather conditions, and personal assistance requirements for participants.

Legal Reference

Code of Virginia § 2.2-3900, et seq., as amended. Virginia Human Rights Act.

Code of Virginia § 22.1-23.3, as amended. Treatment of transgender students; policies.

Virginia Department of Education Model Policies for the Treatment of Transgender Students in Virginia's Public Schools (2020), as amended.

Approved by Superintendent: July 16, 1991

Revised by Superintendent: November 10, 2011

Revised by Superintendent: July 12, 2013

Revised by Superintendent: September 6, 2017

Revised by Superintendent: September 28, 2021

Revised by Superintendent: October 10, 2023

Revised by Superintendent: 2024



APPROVED AS TO
LEGAL SUFFICIENCY

Kamala H. Lencioni