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3 **NON-INSTRUCTIONAL OPERATIONS**

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5 Activity Trips

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7 Transportation

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9 In addition to buses and standard passenger vehicles owned or insured by the District, the Board
10 authorizes the Superintendent or designee to utilize a passenger vehicle that is designed to
11 transport 8 to 15 passengers and is the size and style of vehicle necessary to meet the needs of
12 the district insured in accordance with the minimum coverage requirements to transport students
13 to and from school sponsored events and activities. Drivers for vehicles under this section shall
14 be licensed as required by state standards for the vehicle in use. The Superintendent or designee
15 is authorized to complete a driving record background check for designated drivers.

16
17 The use of District-owned buses and/or passenger vehicles is strictly limited to school activities.
18 Buses may not be loaned or leased to non-school groups, unless permission is specifically
19 granted by the Board. Buses will be operated by a qualified bus driver on all activity runs, and
20 only authorized activity participants, professional staff, and chaperones assigned by the
21 administration may ride the bus.

22
23 A duplicate copy of the passenger list will be made for all activity trips. One (1) copy will
24 remain with the professional staff member in charge on the bus, and one (1) copy will be given
25 to the Building Principal or designee before the bus departs.

26
27 Staff shall not use personal vehicles to transport students for any purpose without the
28 documented authorization of the Superintendent or designee.

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30 Lodging

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32 Students and staff shall be lodged at safe and suitable hotels or rental properties for all District-
33 approved or sponsored activities, events, and trips. When utilizing a rental property, the premises
34 shall be reviewed by the administration to confirm it is in an appropriate location and that the
35 host/owner does not reside in the property or will otherwise have access to students. Steps shall
36 be taken to ensure students do not engage in improper conduct including review of the floorplan
37 to ensure separation and placement of supervisors. The rental platform should have terms of
38 service which shall permit the district to cancel or seek redress in the event the property is
39 unsatisfactory or unsafe. Students and staff shall not be lodged in private residences without the
40 authorization of the administration and consent of parents. Any person present in a private
41 residence lodging students and staff shall comply with the provisions of Policy 5430.

42
43 The District shall not share hotel rooms with other schools unless there is an executed
44 cooperative or cost-sharing agreement which details behavior expectations and supervisory
45 responsibility for all students within the hotel room.

