

INSTRUCTION

Student Travel for School-Sponsored Events

A. Generally

Student trips of significant educational value shall be encouraged and shall be permitted under regulations established by the Superintendent. Student safety and proper care of school vehicles shall be primary considerations. The School Board delegates the approval of all school-sponsored field trips to the Superintendent or designee. The Superintendent shall make an annual written report on such field trips to the School Board.

The School Board shall accept no responsibility for student travel that is not approved in writing in advance by the Superintendent or designee in accordance with established regulations.

No student who is a member of a group shall be denied the opportunity to participate in a field trip activity of that group because of a lack of funds and no fund raising efforts for activities governed by this Policy may commence until approval is received.

B. Overnight Trips

Student trips out of state or requiring overnight accommodations must be approved at least thirty (30) calendar days in advance by the Superintendent or designee. The thirty (30) calendar day requirement may be waived by the Superintendent or designee only in exceptional circumstances.

C. Privately Sponsored Trips

The School Board does not endorse or accept responsibility for any privately sponsored trips for students or any student trips not part of the instructional program. Employees are not permitted to solicit students for such trips. Administrators shall emphasize to any interested students and/or parents that trips of this nature are strictly private enterprises.

D. Transportation

1. School-Owned Vehicles/Buses

The School Board prefers the use of school-owned vehicles driven by School Division employees for school-related activities, both curricular and _extracurricular. In the event that School Division employees are not available as drivers for such activities, ~~the School Board prefers that~~

School Board vehicles may not be used. In the event that School Board vehicles are not available for such activities and private vehicles are required, the School Board prefers that such vehicles be driven by School Division employees.

The School Board sanctions the use of school-owned vehicles for school related activities, both curricular and extracurricular, under the following guidelines:

- a. Regular bus runs shall have priority over special trips.
- b. Athletic teams, cheerleaders, or similar student groups may use the school-owned buses for trips after satisfactory arrangements have been made through the Office of Transportation Services.

2. 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. VHSL activities are exempt from this provision.

3. Privately-Owned Vehicles

a. 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 the provisions of subsection E3a paragraphs 1 and/or 2, 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.

b. Field Trips and Other School Events

Parents/legal guardians, students, volunteers, or other non-division persons, may drive students for field trips or other school events under the following circumstances:

1) 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.

2) 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.

3) 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 subsection E3a.

c. School Athletic Events

Parents/legal guardians, students and other non-division personnel may transport student athletes/athletic teams/cheerleaders to school-related athletic events only if:

- 1) 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
- 2) 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
- 3) No school bus 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.

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 subsection E3a.

- d. 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 E(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.

f. Exceptions

Nothing in this Policy 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.

Legal Reference

8 VAC 20-110-50, as amended. Virginia Board of Education Regulations Governing Pupil Accounting Records, Approval of school-sponsored field trips and other activities.

Code of Virginia § 22.1-176, as amended. Transportation of pupils authorized; when fee may be charged; contributions; regulations of Board of Education.

Related Links

Division [Regulation 4-25.1](#)

Adopted by School Board: October 21, 1969

Amended by School Board: July 20, 1971

Amended by School Board: January 20, 1976

Amended by School Board: April 21, 1987

Amended by School Board: August 21, 1990

Amended by School Board: July 16, 1991

Amended by School Board: July 13, 1993 (Effective August 14, 1993)

Amended by School Board: January 18, 1994 (Effective December 21, 1993)

Amended by School Board: February 16, 1999 (Effective February 2, 1999)

Amended by School Board: May 4, 1999

Amended by School Board: August 15, 2000

Amended by School Board: June 6, 2006

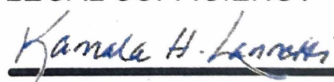
Amended by School Board: September 23, 2008

Amended by School Board: November 1, 2011

Amended by School Board: September 6, 2017

[Amended by School Board: June 2024](#)

APPROVED AS TO
LEGAL SUFFICIENCY


Kamala H. Lenczowski