

OLDHAM COUNTY BOARD OF EDUCATION POLICY

FIELD TRIPS AND EXTRA CURRICULAR TRIPS

8005

Relates to: Policy 4055; 8005.01AR, 8005.04AR; 8005.01F – 8005.06F

8005.01 FIELD TRIP PLANNING

In planning field trips, the Board recommends that teachers and principals plan adequately, state educational relevance, and provide instructions to students on safety precautions. When planning a field trip, the principal or teacher shall obtain permission slips from the parents.

8005.02 USE OF SCHOOL BUSES

The Board approves the use of the school buses for special trips that have worthy educational objectives and that do not disrupt the regular transportation of pupils to and from school under the following conditions:

- a. All bus trips are to be requested in writing at least 3 days prior to use.
- b. All requests shall be signed by the school principal indicating his/her approval and forwarded to the Director of Transportation.
- c. All field trips are to be made within a 60-mile radius of the Board office unless otherwise approved by the Superintendent.
- d. Regularly scheduled interscholastic competition trips may exceed the 60-mile limit within reason. The principal shall inform the Superintendent of all trips that exceed 60 miles.
- e. A qualified driver employed by the School District shall drive on all trips.
- f. Pursuant to Board Policy 4050, students may not be assessed a fee for field trips that are required. Fees may be charged for an extra-curricular or supplemental field trip that is not part of the required instructional program.

8005.03 ALTERNATIVE TRANSPORTATION

- a. Schools may request to utilize appropriately certificated common carriers to transport students to or from school-related events when appropriate. Use of common carrier service, in lieu of school buses, shall be on a case-by-case basis, and the reasons believed by the principal to justify such shall be submitted to the Board and will be cited in the board meeting minutes when approved. Approval shall be sought in advance of a proposed trip using a common carrier unless the school is using a carrier pre-approved by the Board and there are documented exigent circumstances that make obtaining board approval prior to the trip impracticable.
- b. School staff may transport fewer than eight (8) students in their personal vehicle to school related events provided that the staff member submits evidence that the Board is named as an additional insured on their personal automobile insurance policy. The minimum liability coverage required on the staff member's private vehicle will be \$250,000 per person/\$500,000 per accident. The Board will reimburse staff members for the cost of the additional named insured certificate, if the staff member is approved by the Superintendent or designee, as a requirement for the staff member's performance of duties in advance of the actual transportation and upon submission of proper documentation; however, the Board will not reimburse a staff member for the cost to raise insurance limits to the minimum coverage stated above.

8005.04 FINANCING FOR FIELD TRIPS

The Board will financially support field trips including athletic trips on a fifty-fifty matching basis for trips approved in the budget by the Superintendent.