

Field Trip and Extracurricular Activity Transportation

Transportation for field trips and other trips, extra-curricular and other activities shall be provided if such trips and activities are approved by the Superintendent of Schools or Board of Education. The District Code of Conduct shall be in effect for all such transportation.

The following methods of transportation are approved for use in connection with such trips and activities, in the following order of preference:

1. School District owned or contracted vehicle.
2. Rented vehicle, rented in the name of the School District that holds five or fewer passengers and does not require a livery or bus driver's registration or license.
3. Rented vehicle, rented in the name of the adult driver that holds five or fewer passengers and does not require a livery or bus driver's registration or license.

Transportation by parents or other community members, teachers and coaches in private vehicles for school sponsored trips and activities is discouraged and should only be used sparingly and if the Superintendent or designee determines that it is absolutely necessary. Before transportation in a private vehicle may occur, the driver must submit to the District a copy of his/her current driver's license, current vehicle registration and New York State Insurance Identification Card. The District will provide this information to the District's insurance carrier. If private transportation for a trip or activity is contemplated, a second driver must be available to drive in case of the driver's absence or inability to be present on the day of the trip or other activity. The back-up driver must also submit all required information to the District and the District's insurance carrier.

Any individual who seeks to transport students in his/her personal vehicle shall be advised of the potential for personal liability and that his/her insurance is primary and the District's insurance is secondary.

The permission slip submitted for the approval of school-sponsored trips and activities shall indicate the method of transportation to be used, who will be driving and the vehicle to be utilized. The district will not provide blanket approvals to enable employees to drive for school-sponsored trips and activities. Approval will not be granted for a trip or activity where there is a ratio of one student to one chaperone/driver unless the chaperone is the student's parent/guardian.

The District reserves the right to determine whether or not an individual has an acceptable driving record for purposes of driving students on trips or to activities.

Where the District provides transportation for students to a school sponsored field trip, other trip, extracurricular activity or any other similar event, the district shall provide transportation back to either the point of departure or to the appropriate school in the district unless:

1. the student's parent/guardian provides the District with prior written notice authorizing an alternative form of transportation for such student; or

2. intervening circumstances make such transportation impractical, in which case a representative of the district shall remain with the student until the student's parent/guardian has been contacted and informed of the intervening circumstances and the student is delivered to his/her parent/guardian.

A student must remain with the group at all times and may not leave the group to meet a parent/guardian elsewhere.