



# NEBO SCHOOL DISTRICT BOARD OF EDUCATION POLICIES AND PROCEDURES

---

**SECTION:** I - Instruction  
**POLICY TITLE:** Student Educational Travel  
**FILE No.:** IICA  
**DATED:** July 8, 2009

---

## TABLE OF CONTENTS

1. PURPOSE AND PHILOSOPHY
  2. DEFINITIONS
  3. ACTIVITY DISCLOSURE STATEMENTS
  4. OVERNIGHT TRAVEL
  5. EDUCATIONAL FIELD TRIPS/ACTIVITY TRIPS
  6. TRANSPORTATION
  7. VEHICLE RENTAL
  8. DISTRICT, RENTAL, AND PRIVATE VEHICLE USE GUIDELINES AND PROCEDURES
  9. DRIVER RESTRICTIONS
  10. ACCIDENT PROCEDURES
- 

### **1. PURPOSE AND PHILOSOPHY**

The Board of Education recognizes a student's participation in a field trip, activity trip, conference, competition, workshop, exhibit, etc., may provide a meaningful educational experience. This policy provides guidelines governing overnight student travel, educational field trips, and activity trips.

### **2. DEFINITIONS**

- 2.1 "Overnight travel"** shall mean travel associated with an educational field trip or other extracurricular activity extending beyond one (1) day which requires approval by the Superintendent or the Board of Education.
- 2.2 "Educational field trip"** shall mean any off-campus activity which meets a curriculum need and serves a definite educational purpose.
- 2.3 "Activity trip"** shall mean any off-campus activity with a high degree of education value but may not be directly connected with a unit of study. It may be a trip planned for the purpose of rewarding student behavior or attendance.

### **3. ACTIVITY DISCLOSURE STATEMENTS**

An activity disclosure statement, in accordance with [Utah Code Ann., Section 53A-3-420](#), must be given to students and parents/legal guardians, before teams or groups in grades ninth through twelfth are selected.

### **4. OVERNIGHT TRAVEL**

#### **4.1 Authority**

The Board of Education delegates authority to the Superintendent or his/her designee to approve overnight and out-of-state student travel.

#### **4.2 Guidelines for Approval**

**4.2.1** The Board, Superintendent, principal, and advisor/teacher shall follow these guidelines when considering approval for student overnight travel plans:

- 4.2.1.1** The educational objectives of the trip;
- 4.2.1.2** The cost per student (six hundred dollars (\$600.00) or less);
- 4.2.1.3** The number of school days a student may miss is three (3) school days maximum;
- 4.2.1.4** Equivalent activities closer to the school and less expensive have been explored;
- 4.2.1.5** Safety issues have been addressed;
- 4.2.1.6** Adequate insurance coverage has been obtained to cover travel and activities;
- 4.2.1.7** Participation in the travel activity is optional for students and not a requirement; and
- 4.2.1.8** Eighty-five percent (85%) parental approval has been obtained for the travel activity.

#### **4.3 Preliminary Student Educational Travel Application**

**4.3.1** A Preliminary Student Educational Travel Application must be completed, signed by the advisor/teacher, approved by the principal, and submitted to the Superintendent or his/her designee at least twenty (20) days prior to the proposed trip's departure date. The application shall include:

- 4.3.1.1** The name of the team or organization;
- 4.3.1.2** The proposed destination, mode(s) of travel, and number of students involved;
- 4.3.1.3** The number of school days missed;
- 4.3.1.4** The estimated cost of the trip and mode of payment, including fundraising;
- 4.3.1.5** The educational justification for the trip;
- 4.3.1.6** Date of parent meeting, review of safety considerations, and insurance coverage; and
- 4.3.1.7** A list of advisors and adult supervisors.

#### **4.4 Appeal/Exception Request**

If a unique/rare travel opportunity arises which exceeds current travel policy guidelines, a request for review may be taken to the Board of Education. The principal and the advisor/teacher of the team or organization shall present the request to the Board at a regularly scheduled Board Meeting.

#### **4.5 Overnight Travel for Kindergarten through Eighth Grade Students**

Students enrolled in kindergarten through eighth grade are not permitted to participate in overnight travel except for programs sponsored by Nebo School District that are held at Shadow Mountain.

#### **4.6 Overnight Travel for Ninth Grade Students**

Students enrolled in the ninth grade may only participate in overnight travel if they are a member of a high school team or organization.

#### **4.7 Overnight Travel for High School Students**

Students enrolled in tenth through twelfth grades may participate in overnight travel when the activity has educational objectives and the travel is in accordance with this policy.

**4.8** Limits of Travel

School teams, classes, or organizations are limited to a maximum of two (2) overnight trips per school year. Only one (1) trip may be out of state.

**4.9** Overnight Travel Sponsored by UHSAA

**4.9.1** Overnight travel may be approved for activities sponsored by the Utah High School Activities Association.

**4.9.2** All school organizations or athletic teams shall abide by the regulations governing intrastate competitions outlined in the Utah High School Association Constitution and bylaws.

**4.9.3** Any school athletic team whose practice games are over one hundred fifty (150) miles one way from the school must be approved by the Board of Education or its designee.

**4.10** Student Educational Travel Exceptions

**4.10.1** An exception to the requirements of this policy may be granted to individual students if winning at the local, state, or national level provides an invitation to compete at the next level of competition sponsored by the same organization or entity. (Spelling Bees, Science Fairs, etc.)

**4.10.2** An exception to the requirements may be granted for up to eight (8) elected student leaders in each Career and Technical Education (CTE) organization, if in the principal's judgment it is deemed essential to the successful completion of their program.

**4.11** Supervision

**4.11.1** Supervision of students participating in overnight travel must be provided at a ratio of one (1) responsible adult per every ten (10) students.

**4.11.2** Supervisors shall be primarily advisors/teachers and parents/legal guardians.

**4.11.3** Supervisors must be at least twenty-one (21) years of age.

**4.11.4** Students must have supervisors of the same gender.

**4.12** Cost

**4.12.1** All costs associated with overnight travel must be paid by:

**4.12.1.1** The participants;

**4.12.1.2** Through fundraising activities; and/or

**4.12.1.3** Financed by vocational or other state or federal monies provided expressly for the activity.

**4.12.2** All funds must be received prior to departure.

**4.12.3** All student costs associated with the overnight travel must be itemized in detail by listing exact costs per student - travel, housing, meals, registration fees (when applicable), insurance costs, other, i.e. event admissions, etc.

**4.12.4** The total anticipated cost per student must be shown on the application form.

**4.12.5** Students may directly pay their assessed portion of the travel costs.

- 4.12.6 A percentage of the total student cost may be earned through fundraising efforts. Earnings from fundraising must be listed.
- 4.12.7 Students must be given the opportunity to participate in approved fundraising activities. Fundraising plans must conform to the requirements of Nebo School District Policy #IGDF, "Guidelines on School Fundraising Projects."
- 4.12.8 Booster group support is limited to covering registrations fees. Registration fees paid for by boosters may be excluded from the student's total costs.
- 4.12.9 Travel costs must be waived upon request by fee waiver eligible students.

#### 4.13 Travel Cancellation

- 4.13.1 When, in the sole judgment of the District administration or the Board of Education, in consultation with the school and the participating students and parents/legal guardians, travel is suspended due to safety or other consideration beyond the control of any or all involved, Nebo School District, the Board of Education, and District employees and agents shall have no obligation and shall be held harmless with respect to refund of any expenditures.
- 4.13.2 Participants should not expect refunds for cancellations either individually or as a group. It is the local school's responsibility to make this explicit to participants prior to commitment of funds.
- 4.13.3 The school administration must be certain that parent/legal guardian is aware of cancellation guidelines and also require parents/legal guardian to sign a statement of their understanding.

#### 4.14 Parent/Student Meeting and Consent

- 4.14.1 A parent/student meeting shall take place before a travel Application is approved by the Superintendent. The principal or student advisor shall review the proposed travel itinerary, anticipated costs per student, any fundraising options, and the cancellation guidelines.
- 4.14.2 Eighty-five percent (85%) of the parents/legal guardians must approve of the travel plan and give written permission for their student to participate before the organization may proceed with further planning and fundraising.
- 4.14.3 On rare occasions, if it is impossible to hold a parent meeting within twenty (20) days of the travel experience (i.e., try-outs for athletic teams and a pre-season athletic event held right after the team is selected, baseball/softball to St. George, basketball to California) the travel request may go to the Superintendent for tentative approval without the parent meeting. However, a parent/student meeting must be held before the trip. It will be necessary for the principal/advisor to provide parents with necessary travel information, receive written parent permission for their student to participate, and give parents/legal guardians opportunity to approve or disapprove travel plans.
- 4.14.4 Results of the parent/student meeting must be forwarded to the Superintendent for final approval.

#### 4.15 Student Non-Participation

Students who, for any reason, do not participate in overnight travel shall not be penalized. Non-participation shall not impact a student's grade in a class or the student's status in a student organization.

## 5. EDUCATIONAL FIELD TRIPS/ACTIVITY TRIPS

### 5.1 Organization and Approval of Field and Activity Trips

- 5.1.1 All educational field and activity trips must be approved by the school principal.
- 5.1.2 Principals and teachers/advisors share the primary responsibility for planning, organizing, and conducting educational field and activity trips.
- 5.1.3 Activity trips planned as a reward for student behavior or attendance must have approval from the School Community Council. The request for approval shall include any costs, the destination, and criteria for student participation.
- 5.1.4 A Field Trip/Activity Consent Form shall be completed and signed by each student's parent/legal guardian granting permission for their student to participate in the field trip/activity trip.

### 5.2 Supervision

- 5.2.1 It is the responsibility of the principal to insure that at least one (1) supervising teacher will ride with each bus load of students on a local educational field trip or activity trip.
- 5.2.2 An increase in the above teacher-to-student ratio may be required by the principal.

### 5.3 Funding

- 5.3.1 Local educational field trips held during the school day are to be financed primarily through District and school funds.
- 5.3.2 Principals of grades kindergarten through twelfth may invite voluntary donations to offset the cost of field trips held during the school day. Principals or teachers shall not disclose the students' names that have or have not made voluntary donations. A student may not be penalized or denied participation in the field or activity trip for not making a donation.
- 5.3.3 Students in grades seventh through twelfth who participate in an activity trip may be required to bear a portion or all of the travel costs.

## 6. TRANSPORTATION

Commercial transportation, rental vehicles, school buses, or District vehicles are the generally approved methods of travel. With the exception of school buses, District and rental vehicles designed for more than eight (8) passengers, including the driver, may not be used to transport students. Notwithstanding the foregoing, a full-size van may not be used to transport students as per State of Utah Risk Management guidelines. Rental or District vehicles may be operated by an authorized adult driver who is at least twenty-one (21) years of age. The driver must have no prior drug/alcohol driving citations. District vehicles may only be driven by school employees, coaches, assistant coaches, officially approved activity advisors or volunteers. Students are not allowed to operate any vehicle. All passengers must wear seat belts whenever a vehicle is moving except when traveling by bus.

### 6.1 Out-of-State Travel

Transportation for all out-of-state travel must generally be provided by commercial carrier or rental vehicles. School buses shall not be used for out-of-state travel. The use of District vehicles for out-of-state travel is strongly discouraged and may only be used when the use of commercial carrier or rental vehicles are not reasonably feasible. In such event,

specific written approval must be given by the school administrator or department supervisor. Upon arrival at a destination by air travel, appropriate ground transportation may be utilized in accordance with this policy. Arrangements for ground transportation must be made prior to travel departure.

## **6.2 In-State Overnight Travel**

Transportation for all in-state overnight travel must generally be provided by commercial carrier, school buses, District vehicles, or rental vehicles. The use of private vehicles for in-state overnight travel is strongly discouraged and may only be used when other authorized methods of transportation are not reasonably feasible. In such event, the *Automobile Transportation Records for Student Activities* form must be completed by the driver of a privately owned vehicle, approved by the school administrator or department supervisor, and a copy of the form submitted to the District's Elementary or Secondary Director, as applicable.

## **6.3 Educational Field Trips/Activity Trips**

Transportation for educational field trips/activity trips must generally be provided by school buses or District vehicles. Use of privately owned vehicles for educational field trips/activity trips is strongly discouraged and may only be used for field trips/activity trips when other authorized methods of transportation are not reasonably feasible. In such event, the *Automobile Transportation Records for Student Activities* form must be completed by the driver of a privately owned vehicle, approved by the school administrator or department supervisor, and a copy of the form submitted to the District's Elementary or Secondary Director, as applicable.

## **7. VEHICLE RENTAL**

- 7.1** All vehicle rentals for school purposes should be arranged through the State of Utah's travel contract via the District's Operations Department, unless it can be shown that no automobile was available: (a) at the time needed; (b) at the place needed; or (c) of the type needed.
- 7.2** The largest vehicle that school district personnel can rent is an eight (8) passenger vehicle, including the driver. Notwithstanding the foregoing, a full-size van may not be rented to transport students as per State of Utah Risk Management guidelines.
- 7.3** If a vehicle is not rented through the Operations Department, vehicle insurance shall be secured to provide liability coverage in the amount which meets or exceeds the minimum insurance coverage required for the state in which the vehicle is licensed. The required insurance coverage may be satisfied by combining coverage from the driver's personal automobile policy and insurance coverage purchased from the rental agency. If the driver's personal automobile policy does not extend full collision damage coverage to the rented vehicle, a collision damage waiver must be purchased as part of the rental contract.
- 7.4** In order to provide appropriate liability coverage, only individuals listed as authorized drivers on the rental agreement are allowed to drive the vehicle.

## **8. DISTRICT, RENTAL, AND PRIVATE VEHICLE USE GUIDELINES AND PROCEDURES**

- 8.1** District personnel who operate a District, rental, or private vehicle on a *consistent and regular* basis shall complete the District's approved driver safety training course prior to operating a vehicle for any job-related purposes, or transporting students. District personnel shall also complete the driver safety training course periodically thereafter in accordance with the State of Utah Risk Management guidelines.
- 8.2** District personnel who operate a District, rental, or private vehicle on an *occasional* basis shall complete the District's approved driver safety training course prior to operating a

vehicle for any job-related purposes, or transporting students. District personnel shall also complete the driver safety training course periodically thereafter in accordance with the State of Utah Risk Management guidelines.

- 8.3** If reasonably possible, authorized non-employee adult drivers of District or private vehicles shall undergo a criminal background check and complete the District’s approved driver safety training course prior to transporting students to any approved activity or event.
- 8.4** If a privately owned vehicle is used for in-state overnight travel or educational field trips/activity trips in accordance with this policy, the following guidelines and procedures must be followed:
- 8.4.1** An *Automobile Transportation Records for Student Activities* form must be completed by the driver of a privately owned vehicle, approved by the school administrator or department supervisor, and a copy of the form submitted to the District’s Elementary or Secondary Director, as applicable.
- 8.4.2** Drivers of privately owned vehicles must be twenty-one (21) years or older, provide to the school or department a copy of a current and valid driver’s license, and provide proof of vehicle insurance including policy coverage and amounts. Private vehicle insurance coverage shall meet the minimum standards required by Utah State law and is the sole responsibility of the insured of the private vehicle. The District’s vehicle insurance policy does not extend primary property damage coverage, primary liability coverage, or personal injury protection (PIP) coverage to private vehicles, but will extend secondary liability coverage after the liability limits of the private vehicle insurance policy have been exhausted.

## **9. DRIVER RESTRICTIONS**

- 9.1** District personnel who operate school buses shall comply with any and all federal and state laws, regulations, and rules; and any and all District policies, procedures, and guidelines, in regards to the transportation of students.
- 9.2** Other authorized District personnel and adult drivers who operate a District, rental, or private vehicle while transporting students, as set forth in this policy, shall adhere to the following restrictions:
- 9.2.1** A single driver shall:
- 9.2.1.1** Drive no more than a maximum of ten (10) hours per day.
  - 9.2.1.2** Take frequent breaks while driving (i.e., rest, food, refuel, etc.).
  - 9.2.1.3** Drive during daylight hours as much as possible.
  - 9.2.1.4** Rest a minimum of eight (8) hours after driving ten (10) hours in a day.
  - 9.2.1.5** Not drive between 1:00 a.m. and 5:00 a.m.
  - 9.2.1.6** Comply with any and all applicable traffic and safety laws, including the use of seatbelts, while operating the vehicle.
- 9.2.2** Multiple drivers shall:
- 9.2.2.1** Drive no more than a maximum of fourteen (14) hours per day.
  - 9.2.2.2** Take frequent breaks (i.e., rest, food, refuel, etc.) and change drivers often while driving.
  - 9.2.2.3** Drive during daylight hours as much as possible.
  - 9.2.2.4** Rest a minimum of eight (8) hours after driving fourteen (14) hours in a day.
  - 9.2.2.5** Not drive between 1:00 a.m. and 5:00 a.m.
  - 9.2.2.6** Comply with any and all applicable traffic and safety laws, including the use of seatbelts, while operating the vehicle.

- 9.3** When a parent/legal guardian chooses to transport his/her own student to or from an activity or event, the teacher/coach/advisor may give approval under the direction of a school administrator.

## **10. ACCIDENT PROCEDURES**

In the event of an accident, District personnel and other authorized adult drivers should follow these procedures:

- 10.1** Call the police;
- 10.2** Call and notify the District's Risk Manager and/or appropriate school principal or department supervisor.
- 10.3** Request a copy of the Driver Exchange Report from the investigating police officer. If such a report is unavailable, request the offer's name, contact information, and a case number.
- 10.4** If possible and appropriate under the circumstances, document information concerning the accident, such as the: (a) date, time, weather, and exact location; (b) person driving the vehicle; (c) other party's insurance information; (d) description and probable cause; (e) names and contact numbers of witnesses; (f) description of property damage and drivability of the vehicle, injured person(s), and complaint(s) of injury.
- 10.5** If the accident occurs while driving a rental vehicle, call the rental company and report the accident.
- 10.6** District personnel and other authorized adult drivers who are involved in an "at-fault" accident shall not be allowed to operate District or private vehicles while on school business until the accident and driving privileges have been reviewed by the District's Risk Manager. The District's Risk Manager may require the driver to complete the District's approved driver safety course in order to maintain driving privileges. This driver safety training shall be in addition to any District imposed discipline, corrective action, or counseling.

---

### **EXHIBITS**

None

---

### **REFERENCES**

Utah Code Ann., Section 53A-3-420

---

### **FORMS**

Student Educational Travel Application  
Automobile Transportation Records for Student Activities  
Nebo School District Field Trip/Activity Consent Form

---