

4.28 SCHOOL TRIPS – TRANSPORTING STUDENTS

- A. Transporting students via district school buses, common carrier or private vehicles.
1. Use of district school buses requires approval by the Superintendent or designee. (See Policy 6.83, this manual – Extracurricular Use of School Buses for details.)
 2. The School Board, via the Superintendent, must approve all out-of-state and overnight travel for students prior to the event, if possible.
 1. Whenever students are to be transported to school sponsored functions out-of-state, common carriers (airline, train or interstate buses) shall always be the preferred form of transportation. However, in such instances where it is not possible or feasible to use common carriers, privately owned vehicles may be utilized provided that the following requirements are complied with, to-wit:
 - a. The transportation is approved by the Risk Manager and, by either the Superintendent or the Deputy Superintendent, which power shall not be delegated.
 - b. Each student’s parent is notified, in writing, regarding the transportation arrangement and gives written consent before the student is transported in a privately owned vehicle.
 - c. When transportation is authorized in privately owned vehicles, students may be transported only in designated seating positions and must use the occupant crash protection system provided by the vehicle manufacturer.
 - d. Each privately owned vehicle used to transport students pursuant to this policy shall have in full force and effect, a policy of automobile insurance with the following minimum coverage:

Bodily Injury Liability limits of \$25,000 per person, \$50,000 per accident.

- B. Transporting students in private vehicles, inside the state and out of the state.
1. The use of MIS form ~~12824~~ [13603](#), “Authorization for Use of Private Vehicles on Field Trips,” is required. The principal shall assure that the MIS form is completed and signed and all rules stipulated within the form are followed.
 2. All school trips involving transporting students off campus shall have a signed parental consent form from all students involved.

(Amended: 03/15/01; 05/19/05)

C. CHAPERONES ON SCHOOL TRIPS

Chaperones on school trips who are not employees of the School Board may be used and be considered “Agents of the Board.”; provided they are so designated, in writing, by the school principal and are registered volunteers. Chaperones shall not take the place of teachers or other School Board employees normally assigned ~~and shall not exceed a ratio of two (2) chaperones for each class of twenty (20) to thirty (30) students.~~ Overall, the adult to student ratio should be 10:1 or less. Schools have at their discretion the ability to determine the number of chaperones (non-School Board employees) for each event as long as the school meets the minimum adult/student ratio. Principals are cautioned to be certain that chaperones are of legal age and are competent and capable individuals.

1. Chaperones/volunteers may not bring preschoolers or children who are not registered at the school for which they are volunteering on the trip.
2. Chaperones/volunteers must be appropriately dressed at all times.
3. Chaperones/volunteers are responsible for student safety above all else and must report to someone in authority any safety concerns or emergency issues relating to students.
4. Chaperones/volunteers must always serve as positive role models using appropriate language and discussing only age-appropriate matters with students.
5. Chaperones/volunteers are to follow the instructions given by the person in charge of the event.
6. Chaperones/volunteers must be at least 18 years of age or older.
7. Chaperones/volunteers on out-of-town or overnight trips assume 24 hour-a-day responsibility and are always considered “on duty.”
8. Chaperones/volunteers must remain with the group at all times, are prohibited from consuming alcoholic beverages or mood altering chemicals at any time, and should refrain from smoking and using any tobacco product(s) including e-cigarettes in the presence of students.

(Ref. F.S. 1001.41)(Amended: 04/18/96)