

STUDENT TRAVEL

ADMINISTRATIVE REGULATION

6153

These rules and regulations establish uniform procedures for reviewing and approving/disapproving requests for student travel. While the approval process for Arizona Interscholastic Association travel for interscholastic competition is not governed by this procedure, all other regulations do apply. District employees who accompany students on field trips shall orient all participating students about the need to follow the Guidelines For Rights And Responsibilities In Grades K through 12, and all other rules for the field trip.

Definition of Terms

Important terms used throughout these regulations are defined below.

Student Travel - All local and non-local field trips, excursions, conferences, conventions, workshops, and similar travel activities involving enrolled TUSD Pre-Kindergarten to Grade 12 students, which require the expenditure of District monies, student activity fund monies and/or private monies.

Student Travel Categories

District/Student Activity

1. Activity uses (1) District (1.1) monies, (1.2) personnel time or (1.3) other resources solely or in combination with (2) student activity fund monies and/or (3) private monies.
2. The activity shall be age and grade level appropriate for the students involved and shall directly relate to the District's curricular and extracurricular programs.
3. Instructional or non-instructional time involved.

Activity involves enrolled TUSD students.

The expenditure of student activity funds by a District sponsored or sanctioned school club or organization for student travel purposes requires a vote by the student club or organization.

6. Activities financed through a student activity fund may be non-instructional.

Private Activity

1. Activity is explicitly not considered to be a District/Student Activity and requires neither (1) District (1.1) monies, (1.2) other District resources nor (2) student activity fund monies. Trips are funded by individuals, students, or private sources. Trips are not affiliated with the school site or the District. The District accepts no responsibility or liability for such trips. The school name shall not be used in connection with such trips.

2. Activities in which monies are raised are explicitly not school-sanctioned fundraising events.
3. Activity could involve enrolled students and non-students.
4. District employees may not participate in a private activity on District released time because to do so could be construed as giving District sanction to the activity. However, employees may be able to utilize personal leave or vacation time upon approval by the appropriate supervisor.
5. District personnel accompanying students on private activities as private citizens do not have District authorization to supervise the students nor are the students subject to that supervision.
6. School days or nonschool days may be involved.
7. If District equipment is used, it must be rented from the District. However, the use of equipment without paying a rental fee may be granted to school-related groups by the Governing Board or its designee. District equipment may not be rented when school is in session.

Travel Destinations

Local - Travel within Pima County.

Non-Local - Travel outside of Pima County.

Processing of Student Travel Requests

This section outlines the procedures to be followed in processing student travel requests.

Submission and Transmittal Procedures

1. For all District and Student Activities, the requester will submit the Student Travel/Transportation Request (TUSD Form 953) to the site administrator. The requester should consult with the site administrator prior to submitting the request to determine the amount of lead-time needed between submission of the request and the planned travel. The minimum lead times needed are as follows:
 - a. Local travel not requiring District transportation - 1 week
 - b. Local travel requiring District transportation – 3 weeks
 - c. Non-local, in-state activity – 3 weeks
 - d. Out-of-state activity – 8 weeks

1.1 The requester should indicate if the travel is an allotted or non-allotted trip. Allotments vary depending upon student population and special considerations (e.g., desegregated schools). The Regional Assistant Superintendents will specify the number of allotments available annually. Some Special Education programs will also be allotted trips by the Director of Exceptional Education.

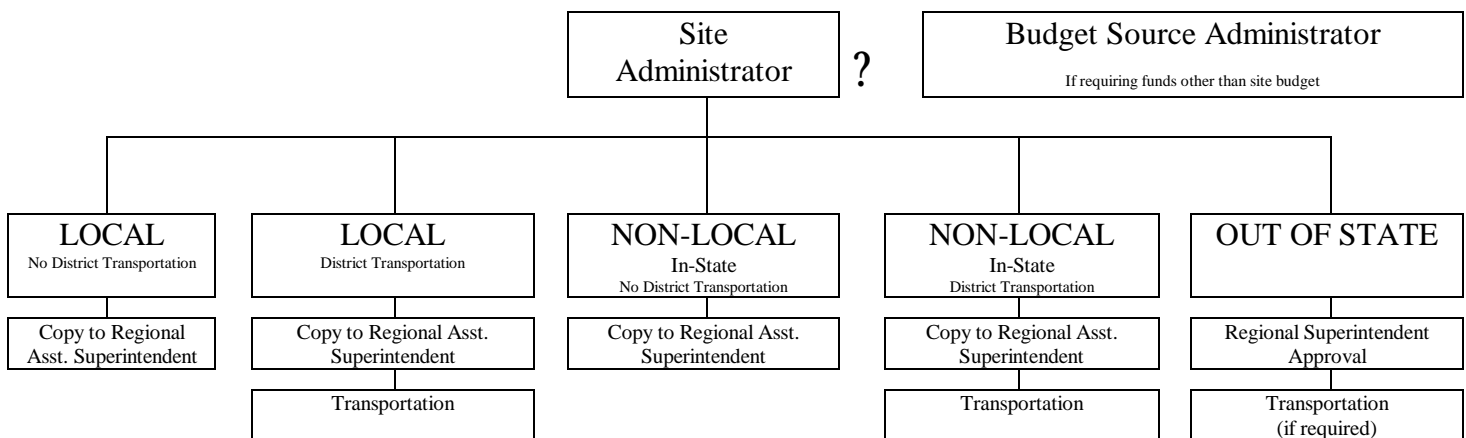
~~———— This policy and procedure does not apply to Community Based Instruction (CBI) programs provided within the special education program. CBI is governed by the regulations provided by the department of Exceptional Education.~~

1.2 Student Activity requests shall be signed by a representative of the student organization authorizing expenditure of student activity fund monies.

Requisitions to the Student Finance Office for funds for any or all trip expenses from Student Activity and/or Auxiliary Operations Fund monies must include a copy of the completed travel form with appropriate signatures.

2. Upon receipt of the Student Travel/Transportation Request (TUSD Form 953), the site Administrator will make a determination as to activity category [(a) District/Student, or (b)Private] and activity type [(a) local or (b) non-local].
3. District employees supervising District/Student Activities and requiring a substitute must submit a Released Time form (TUSD form 510) to the Human Resources Department.
4. The site administrator will approve or disapprove all District/Student activity requests. In addition, approval by the Regional Assistant Superintendent is required for Discretionary Travel Destinations. Any out of state travel must receive the additional approval of the Regional Assistant Superintendent.

The following flow chart illustrates the distribution of the Student Travel/Transportation Request (TUSD form 953).



1. For trips funded by school allotment/budget, site budget, Student Council funds, or Tax Credit funds, the school/site administrator shall approve the funding source. In the case of Student Council or Tax Credit funds, the school/site administrator shall forward the appropriate requisition(s) to the Student Finance Office for issuance of a purchase order.
2. For trips funded by the Interscholastic Department, Regional Assistant Superintendent Offices, Exceptional Education, Fine Arts, Title I, or by other departmental allotment/budget, the departmental director or designee shall approve the funding source.

General Operational Information

This section delineates other information pertinent to the disposition of student travel requests.

Safety

The District is responsible for the safety of students on approved travel activities. This responsibility requires that District employees use reasonable care in taking the precautionary measures needed to safeguard traveling students. Some precautionary measures, such as supervision and use of school buses, are prescribed by statute, policy or regulation. Other precautionary measures require the reasonable judgment of the local site administrator, who is the most appropriate District agent in student travel matters.

Demonstration of reasonable care can be maximized and exposure to risk can be minimized when certain precautions are taken. The site administrator should verify that:

1. The driver of a private vehicle shall produce evidence of a valid Arizona driver's license and insurance (insurance card) for the vehicle that will be used for the trip. The district requires that drivers carry \$15,000/\$30,000/\$10,000 liability---\$15,000/\$30,000 uninsured motorist automobile insurance coverage. Site will retain a copy of both documents.
2. A District vehicle inspected by Transportation prior to the trip, not driven by Transportation Department employees, is used for the type of travel required.
3. Whenever possible, major thoroughfares should be avoided on walking excursions.
4. In the event of an accident, Risk Management should be notified within 24 hours of the incident.

Should any of the above factors not be reasonably assured, the administrator has the legal and moral responsibility to disapprove the request for student travel.

Supervision

The statutory requirements for the supervision of students on approved travel activities require that on all District/Student Activities, whether instructional or non-instructional, whether taking place during or after school hours, supervision by certificated employees must be provided. This supervision may be supplemented by non-certificated personnel, and/or volunteer(s), depending upon the needs of the situation.

Permission Forms

1. **Provisions of Transportation and Supervision for Children on School Excursions (TUSD Form 179, Rev. 10/2002)**. This is required when private vehicles are used to transport students on approved student travel activities. Person signing Form 179 are volunteers of the District and are protected by the District's worker's compensation and liability insurance coverage.
2. **Activity Specific Parent Permission** (NEW). This allows the student to participate in District/Student activities. A student's parent or guardian must complete this form prior to each trip/excursion.

Costs

It is the philosophy of the District that economically disadvantaged students should not be afforded fewer opportunities to participate in travel activities because their parents/guardians cannot volunteer transportation or supervision or because fewer student activity funds are available to them than are available to more affluent students. Travel opportunities should be equally available to all District students.

Transportation

The District may provide its own transportation or allow other transportation to be provided for authorized local and non-local student travel as follows:

1. **Private Vehicles**. Private vehicles may be used to transport students on school-sponsored excursions at the reasonable discretion of the site administrator and upon completion of TUSD Form 179 (Rev. 10/2002) by parents/guardians, employees and other persons who agree to transport and supervise students on approved student travel activities, and give written assurance of minimum liability and uninsured motorists insurance coverage. The minimum insurance required for Private Vehicles as described in Form 179 shall be primary and the insurance coverage provided by Tucson Unified School District shall be secondary. Drivers of private vehicles are required to possess a valid Arizona driver's license.
2. **School Vehicles**. The District has a variety of vehicles that may be used to transport students on approved student travel activities subject to the following considerations:

- 2.1 **School Buses.** Only TUSD bus drivers may operate District school buses. A "school bus" is statutorily defined as: [A] motor vehicle designed for carrying more than ten passengers owned by a public or governmental agency, or other institution and operated for the transportation of children to or from home or school on a regularly scheduled basis, or privately owned and operated for compensation for the transportation of children to or from home or school on a regularly scheduled basis. All adult passengers, including administrators, coaches, teachers and monitors, are under the authority of the school bus driver while being transported by school bus.
- 2.2 **School Vans, Station Wagons, Sedans.** The following rules apply to the use of school vans, station wagons and sedans:
- 2.2.1 A van is defined as a vehicle designed to carry a maximum of ten passengers.
A van designed to carry more than ten passengers is considered a school bus.
- 2.2.2 No van can exceed the manufacturer's rated capacity, which includes the driver. Each person who rides in a van is required by law to have a factory-installed seat and seatbelt. The van's rated capacity can be no greater than the number of seatbelts it has installed for passenger use.
- 2.2.3 Vans assigned to high schools are subject to the rules and regulations that apply to other District vans.
- 2.2.4 The roadworthiness of vans and other District vehicles used in non-local student travel activities must be checked and verified prior to and as a condition to approval of a request for student travel. Consultation with the Transportation Department regarding roadworthiness is required.
- 2.2.5 A District vehicle used to transport students on non-local travel requires a driver with a valid Arizona driver's license.
- 2.2.6 Volunteers may drive TUSD vehicles.
3. **Rented Vehicles.** Transportation for District/Student Activities may be provided by chartered bus or rented vehicle. The drivers of rented vehicles are required to possess a valid Arizona driver's license appropriate to the type of vehicle.

Absences

Students participating in District/Student Activities during school hours are not counted absent.

Discretionary Travel Destination

Because of increased risks associated with certain activities, District/Student Activity requests for the following activities must receive Regional Assistant Superintendent approval:

1. Field trips involving especially high-risk activities such as skiing, mountaineering, mountain biking, and scuba diving.
2. Any water activity.
3. Overnight field trips involving elementary school students.

Legal Reference: *Arizona Revised Statutes 15-341(A)(7)(18). Powers and Duties of School District Governing Boards. General Powers and Duties*

TUCSON UNIFIED SCHOOL DISTRICT Tucson, Arizona

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