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Statement of.....

Policy and Responsibility

SUBJECT: STUDENT TRAVEL

It is the policy of the board that school buses or insured commercial carriers should be used for activities involving student travel. The board also recognizes that in some circumstances, the use of private or rental vehicles is necessary. The use of private or rental vehicles to transport students for field trips and activity trips is permitted, subject to the following rules and regulations:

I. Permission of Parent or Guardian

Permission of parent or guardian for student travel on field trips and activity trips is required. For activities involving teams or organizations, parent permission may be obtained for the entire season.

II. Rental or Private Vehicles

Rental or private vehicles may be used to transport students subject to the following conditions:

- a. When the use of a school bus or insured commercial carrier is not feasible nor practical (as determined by the principal);
- b. Students may not be transported in any vehicle designed to transport more than 10 passengers including the driver that is not a school bus.
- c. Under no circumstances may any vehicle originally designed to carry more than 10 passengers be modified, in an attempt to change its capacity. For example, one may not remove seats from a 15 passenger van to reduce its capacity.
- d. All individuals must wear occupant restraints (seat belts) and the driver and passengers must comply with all other applicable state and local laws;
- e. Parents must be informed and give written consent for their students to be transported by adult drivers of private or rental vehicles;
 1. Volunteer drivers must abide by policy PS 967 – School Volunteers
- f. The driver must be an employee of the district or an approved volunteer.

Building administrators are the only individuals who may approve volunteer drivers. In addition, rental or private vehicles may only be used for instate travel. Commercial carriers or school district buses must be used for out-of-state travel. Out of state travel must be approved by the Board of Education as is outlined in policy PS 430 – Overnight Excursions.

III. Student Drivers

Student drivers may not transport other students to any school related function when attendance at the function is required or requested by school personnel.

IV. Employees Driving Personal Vehicles for School Activities

Any school employee that will be driving his or her personal vehicle to transport students (in lieu of driving a district vehicle) must comply with the following requirements:

1. Provide proof of liability insurance coverage and current registration data on the vehicle being driven.
2. The vehicle must have operable seat belts for each passenger.
3. Must complete and pass the USOE Risk Management Defensive Driver test:
<http://risk.utah.gov/driver-video-and-test1.html>