

Policy 2217  
Reviewed  
March 13, 2024  
First Reading  
December 10, 2025  
Second Reading  
January 14, 2025

## POLICY 2217

### Transportation – Requests for Field Trips/Activity

A. Field trips and other off-campus activities requiring transportation may be granted upon request to the principal or designee. The individual school principal requesting such bus transportation will be responsible to arrange payment for each bus used at the rate established by the superintendent. Permission is given for principals to charge students for the use of buses or to raise transportation funds by other means subject to state law and district policies concerning such charges or fund raising. (Reference [Policy 5230 Student Fees/Fee Waiver, Fines, and Charges](#) and [Policy 5320 Student Travel](#))

#### Utah Admin. Rules R277-600-6

B. In accordance with State Risk Management guidelines, only students participating in the field/activity trip event are allowed in the bus. Any others must receive written permission from the Superintendent or a designee. Students riding a bus to such an activity will be required to return by the same means. Exceptions may be made where the parent requests deviation from the policy. Such requests must be in writing and presented to the principal or a designee prior to the departure time.

C. It is mandatory that at least one school employee adult-supervisor, in addition to the bus driver, accompany all school groups transporting students on all field trips or activity-type trips. The adult supervisor is responsible for the orderly conduct of the students.

D. The District shall, for a volunteer who will be given unsupervised access to a student in connection with the volunteer's assignment, collect personal identifying information including: current name, former names, nicknames and aliases, date of birth, address, telephone number, driver license number or other government issued identification number, social security number and fingerprints and submit that personal identifying information to the Bureau of Criminal Identification within the Department of Public Safety. The District may not require the volunteer to pay a fee.

E. In conjunction with the Emergency School Bus Accident Procedure, the school or responsible adult in charge of the field/activity trip will provide a list of names and emergency phone numbers for all passengers boarding the bus. The list will be checked by the adult in charge each time the passengers re-enter the bus to assure that all the passengers are present. The passenger list will be retained by the driver and submitted with the trip request to the Transportation office at the end of the month. Failure to provide a passenger list will result in the cancellation of the trip.

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F. Waiver slips are necessary for transporting students on off-campus trips.

1. Bus drivers must not drive a bus more than ten (10) hours per day or be on duty more than 15 hours in a 24-hour period. Field/activity trips that have not returned back to the district by midnight should plan to stay the night at their location, so the driver is not driving fatigued.
2. On overnight trips, bus drivers may not share a room with students or other school personnel nor serve as a chaperone for students. The cost of housing and meals, for the bus driver are included in the cost of the bus and are the responsibility of the school/organization requesting the trip.
3. The use of no more than 2 district white fleet vehicles, such as a suburban, van, car, etc., may be used for smaller groups with written permission of the principal or superintendent in advance. All employees and students riding in a district white fleet vehicle are required to wear a seatbelt. There must be enough seatbelts in the vehicle for every person.
4. District white fleet vehicles may only be driven by a Box Elder School District employee who has completed and has a current Utah Risk Management Driver Training Certification on file with the Transportation Office.
5. Students who participate in UHSAA activities at a high school and attend another school may be provided transportation to the school during the established season for the sport or activity they are participating in.
6. Students will not be allowed to ride in a District bus or District white fleet vehicle, to another school to participate, attend, or practice in non-district sponsored activities.