

## 710 EXTRACURRICULAR, CURRICULAR AND CO-CURRICULAR TRANSPORTATION

### I. PURPOSE

The purpose of this policy is to make clear to students, parents, and staff the school district's policy regarding extracurricular, curricular and co-curricular transportation.

### II. GENERAL STATEMENT OF POLICY

The determination as to whether to provide transportation for students, spectators, or participants to and from extracurricular, curricular and co-curricular activities shall be made solely by the school district administration. This determination shall include, but is not limited to, the decision to provide transportation, the persons to be transported, the type or method to be utilized, all transportation scheduling and coordination, and any other transportation arrangements or decisions. Employees who are involved in ~~extracurricular~~ these activities shall be advised by the administration as to the transportation arrangements made, if any.

### III. ARRANGEMENT OF EXTRACURRICULAR, CURRICULAR AND CO-CURRICULAR TRANSPORTATION

School district employees shall not undertake independent arrangement, scheduling, or coordination of transportation for extracurricular, curricular or co-curricular activities unless specifically directed or approved by the school district administration. All transportation arrangements made by a school district employee must be approved by a building administrator. If the school district makes no arrangements for extracurricular, curricular or co-curricular transportation, students who wish to participate are responsible for arranging for or providing their own transportation.

#### A. Secondary Schools For any Activity Paying an Activity Fee

1. The School District shall provide professional transportation for participants (vehicle driven by a professional bus driver, not the coach of a team) to all scheduled games, events, or contests during the regular season in and out-of-the district. Exceptions:
  - a. Trips under two miles from the home school.
  - b. Trips where the total number of participants combined from any or all schools involved are nine or less. In these cases, it is recommended that a properly licensed coach/advisor of the activity drive the participants in a school district certified TYPE III van to the event (i.e., one golfer from each of the three high schools qualifies for the State Tournament).
2. The home school, in cooperation with the Transportation Department, will determine the appropriate type and size of the professional transportation vehicle except that trips which exceed 130 miles one way shall be made in a coach.
3. Trips which are less than one hundred thirty (130) miles one way will

be made in a school bus; however, a group/team may choose to have a coach if they fund the price differential.

4. Contingent upon numbers, groups from more than one school participating in the same event are expected to share transportation. It is not the intent of this statement to require coaches/advisors to reduce the size of their team/group to fit the size of the bus in order to share transportation. However, reasonableness, common sense, and good judgment should be used when working with other schools on cooperative transportation. An activity group shall schedule no more than fifty percent (50%) of its away contests more than 100 miles one way. Exception:
  - a. The total number of away debate and speech meets in any combination that is deemed by the school administration to be reasonable shall be limited to ten (10).
  - b. No more than two trips per school to National Forensics League (NFL) sponsored activities at the district level will be funded.
5. Transportation shall not be provided for regular practice sessions on the school's designated practice area.
6. Activities that charge the students the maximum activity fee charged may elect to use up to a \$150 allocation annually for scrimmage purposes. Any amount above the allocation shall be paid by the team.
7. Participants going on regularly scheduled trips shall ride to and from the event on the professional transportation provided. Any exception must be approved by the parent and the school administration in writing prior to the trip.
8. The head and/or assistant coach/advisor must accompany and supervise the group in the bus.
9. All but the first game of M.S.H.S.L. post-season play leading up to and including a state tournament shall be paid from a designated School District account for that purpose. This account will be controlled by the Director of School Operations. All reimbursements for transportation from the M.S.H.S.L. or its affiliate levels shall be deposited in this account.

B. Secondary Schools For Any Activity Not Paying an Activity Fee (NOTE – Funding amounts below are from 2003 policies and should be reviewed)

Funding for non-participation fee paying groups shall be established annually.

Each school shall be funded up to a maximum of:

1. Academic field trips:

a. Senior high school - \$4,000

b. Middle school - \$1,000

c. Secondary Vocational - \$4,000

2. Academic Clubs for which a stipend is approved

a. Senior high school - \$1,500

b. Middle school - \$1,000

3. Performing musical groups to fulfill requests for local guest performances and to support regular season MSHSL athletic activities:

a. Senior high school - \$3,000

b. Middle school - \$1,500

(Trips that support post-season athletic competition are to be paid from A-10 above.)

4. Student who qualify through competition or by election for national competition may request assistance to partially subsidize the transportation expense for the national event.

Each request will be reviewed individually by the Executive Director of Business Services.

(Funds will come from designated account noted in A-10 above).

C. Secondary Schools Implementation Procedures

1. Advisors and/or coaches of all of the above-mentioned categories shall submit travel plans/requests through the Activities Director for the principal's approval.
2. The principal will submit a transportation budget for the following year to the Director of School Operations and the Superintendent by April 15.
3. The transportation allocation for participation fee-paying groups may vary from school to school.
4. The transportation allocation for curricular, club, and performing group trips shall be an equal and fixed amount per school.

D. Elementary Schools Special Activities Transportation

Each elementary school shall receive an equitable allocation each year to be used for the curricular (field trip) transportation needs of the school. The principal shall have the sole prerogative in determining how the allocation will be used, keeping in mind past uses of funds provided for curricular and co-curricular transportation.

The allocation for elementary curricular and co-curricular transportation shall operate as follows:

1. A specific number of trips will be allocated to each elementary classroom by August 1 preceding the school year to which this allocation applies.
2. These allocations will be determined by the Director of Finance in

conjunction with the Transportation Manager. Allocations to the elementary schools shall be based upon the availability of resources for these purposes and equity of the allocation among the schools.

3. The annual allocation of curricular (field) trips to an elementary school shall be the number of trips allocated per classroom for a given year times the number of classrooms in the school. This shall be the sum total of trips allocated a school for a given year.
4. Fund-raising, apart from the allocation, for the purpose of supplementing the school's curricular allocation shall not be permitted.
5. An evaluation of the allocation's use shall be carried on each year by the Director of Finance.
6. A school shall charge all curricular and co-curricular transportation expenditures against its designated allocation. Expenditures shall not be charged to funds established for purposes other than curricular and co-curricular transportation.

Transportation for the following purposes will not be charged against the elementary school field trip allocation:

1. Special education field trips.
2. Trips designated as extra-curricular.
3. District wide events which are apart from the activities of an individual school.

#### **IV. NO EMPLOYEE TRANSPORTATION OF STUDENTS WITH PERSONAL VEHICLES**

~~An employee must not use a personal vehicle to transport one or more students except as provided herein. However, employees may make appropriate transportation arrangements for students as necessary in an emergency or other unforeseeable circumstance.~~

The district has several TYPE III, school district vehicles to be used for scheduled trips involving small groups of students (up to 10 including driver). The vehicles may be driven by district staff that has been certified by the school district transportation department per state standards. Annual re-certification is required. District TYPE III vehicles are available on a first come first served basis and must be scheduled in advance through the school district transportation department.

~~An employee must not use a personal vehicle to transport one or more students except as provided herein. However, employees may make appropriate transportation arrangements for students as necessary in an emergency or other unforeseeable circumstance.~~

In a nonemergency situation, an employee must get prior, written approval from the

administration before transporting a student in a personal vehicle. If a school vehicle is available, the employee will use the school vehicle. The administration has the sole discretion to make a final determination as to the appropriate use of a personal vehicle to transport one or more students.

If any emergency transportation arrangements are made by employees pursuant to this section, the relevant facts and circumstances shall be reported to the administration as soon thereafter as practicable.

All vehicles used to transport students shall be properly registered and insured.

***[Note: This policy provides that employees may use a personal vehicle to transport students in an emergency or other unforeseeable circumstance. An "emergency or other unforeseeable circumstance" does not include situations where regular transportation is available or scheduled.***

***For example, if a scheduled extracurricular event occurs outside of the school district and the school district transports a team or group of students to and from the event, an employee would be prohibited by law from using a personal vehicle to transport some students to the event. In contrast, if a student attending this same event became ill or injured and required immediate transportation home or to a health care facility, the exigent need to transport one student would not constitute regular or scheduled transportation. An employee would have authority to transport the student in a personal vehicle under these circumstances, if using a vehicle that is properly registered and insured. The expectation of the school district is that the employee would immediately contact administration about these circumstances to ensure oversight of the employee's use of this exception.***

***Nonregular and nonscheduled transportation also would include situations where some notice may be provided of the need for transportation to a nonscheduled event for which transportation generally is not provided by the school district. For example, a group of students may participate in a scheduled debate competition for which regular school district transportation is provided. Two students advance to a regional competition the following day. Transportation would not have been scheduled to the regional competition as the students' advancement was not predicted. These circumstances may justify an employee's use of a personal vehicle to transport the two students to the regional competition, if the vehicle is properly registered and insured. Because the employee has sufficient time to contact an administrator, advance written permission by an administrator would be expected for the purpose of overseeing that the reasons for an employee using a personal vehicle comply with the requirements of the law.]***

## **V. FEES**

In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional.

***Legal References:*** Minn. Stat. § 123B.36 (Authorized Fees)

Minn. Stat. § 169.011, Subd. 71(a) (Definition of a School Bus)  
Minn. Stat. § 169.454, Subd. 13 (Type III Vehicle Standards –  
Exemption)

***Cross References:*** MSBA/MASA Model Policy 610 (Field Trips)  
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)  
MSBA Service Manual, Chapter 2, Transportation