

FIELD TRIP AND EXTRA-CURRICULAR TRANSPORTATION

Upon approval of the Superintendent, or his/her designee, school vehicles may be used to transport students within a radius of seventy-five (75) miles from the school. The Superintendent or his/her designee, may grant permission for trips outside the mileage limitations.

All field trips and extracurricular activities that involve the use of school buses and school vehicles to transport students shall be approved by the Superintendent or his/her designee. All field trips outside a radius of seventy-five (75) miles from school shall require prior approval by the Board of Education.

General procedures regarding the use of school buses and vehicles shall be followed at all times.

The Superintendent shall establish guidelines and procedures for the approval of such field trips and extracurricular activities.

Cross Reference: 4531, Field Trips and Excursions
5162, Student Dismissal Precautions
5450, Student Safety
8134, Emergency Closing
8410, Student Transportation

Reference: Education Law §§1604, 1709, 1804, 1903, 1950, 2503, 2554, 2590-e
Chapter 70 of the Laws of 2001-A.5091-Acampora, NYS Assembly
Executive Memorandum approving L. 2001 ch. 70 (June 29, 2001)
Legislative Memorandum in Support of L. 2001 ch. 70,
New York State Senate (2001)

Revised: April 19, 2016; November 20, 2001

**FIELD TRIP AND EXTRA-CURRICULAR
TRANSPORTATION REGULATIONS**

All field trips and extracurricular activities that involve the use of school buses and vehicles to transport students shall be approved by the Superintendent of Schools or his/her designee.

General procedures regarding the use of school buses and vehicles shall be followed at all times.

The District shall be responsible for the transportation of students involved in such field trips and extra-curricular activities to the event and from such event to the point of departure or appropriate District building.

The District may allow a student to depart such event with their parent/guardian if permission is obtained by the District from such parent/guardian. The coach/teacher supervisor must verify that the parent/guardian has taken full responsibility for the student. At no time shall the District allow a student to remain unsupervised until such student is handed over to his/her parent/guardian. Additionally, at no time shall students be allowed to transport students from an event.

If intervening circumstances arise that make transportation from the event by the District to the point of departure or appropriate District building impractical, a representative of the District shall remain with the student until:

1. such student's parent/guardian, or parent-designated adult, has been contacted and informed of the circumstances which make such transportation impractical, and
2. such student has been delivered to his/her parent/guardian.

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