

Student Overnight and Out-of-State Travel procedures/protocols (draft-updated Tuesday, September 17, 2024)

All overnight and out-of-state trips related to the school must be pre-approved by the administration.

- A. Activity trips involving Cottonwood School District students will require that the group travel in a State approved vehicle (i.e., a school bus). The group will make every effort to share a bus with another school in the area who will be in attendance at the same event/activity.
- B. If there are less than 14 students utilizing transportation other than a school bus or if travel is 200 miles or more in radius from the school, approval must be obtained no less than thirty (30) days in advance of the trip.
 1. Exceptions to this rule would be school sponsored trips, i.e. FFA competitions, State athletic competitions, BPA/HOSA state and national competitions, etc.
- C. Private vehicles may only be used for student trips with timely pre-approval with administration prior to the trip.
 1. When private vehicles are used, the building administrator must approve the driver(s), and keep a record of the vehicle description, time and date of trip and a list of passengers.
 2. Private vehicles must be driven by a school staff member or a responsible adult appointed by the principal.
 3. All passengers must have a signed parental permission slip turned in prior to riding in the private vehicle.
 4. The driver must furnish evidence of adequate insurance and possess a valid unrestricted driver's license. The driver need understand that, pursuant to Idaho Law, the driver's/vehicle's automobile insurance is the primary insurance for any possible accident or injury.
- D. Private vehicles may be reimbursed for fuel costs once receipts are turned into the building administration.
 1. Receipts shall be turned into the building's administration no less than five (5) school days after return from travel. If travel occurs during summer or holiday breaks, receipts shall be turned into the building administration no less than five (5) calendar days after return from travel.
- E. When student groups travel by air to a destination, the following rules apply:
 1. Pre-authorization for the trip must be received from the Superintendent no less than 60 days in advance of the trip. If the situation of the trip occurring is less than 60 days prior to the trip (i.e., qualifying for national competition within less than one month prior to the competition) the Superintendent may make an exception to the 60-day pre-approval requirement.
 - A. Advance notice gives the school board and superintendent 2 board meetings to discuss and make a sound decision on whether to proceed with travel approval.
 2. At least 60 days prior to the trip, a cost analysis for the trip needs to be presented to administration. The administration will then present to the board the cost of the trip and how the group plans to raise funds to pay for the trip.
 3. Vehicles (cars, mini-vans, large SUVs or coaches) must be rented from car rental agencies. Additional liability insurance is to be purchased at the time of rental. Copies of all rental agreements must be maintained and upon return to the District turned into the District's business office.
 4. The drivers of the rental vehicle(s) must be twenty-five (25) years of age and must furnish evidence of liability insurance and a valid, unrestricted driver's license. The drivers of the vehicles must be approved by the building principal and/or superintendent.
 - A. In no instance shall any student traveling on the trip drive any rental vehicle or private vehicle associated with the trip.

5. Parent permission authorizing a student to ride in such vehicle must be on file with the building principal for each student involved in the trip.
 - A. Such permission slip shall include a liability release provision in the District's interest.
- F. A detailed itinerary must be approved by the school administrator and transportation department at least two weeks in advance of trip. Any last minute changes to previously approved trips must be re-approved by administration and transportation. The itinerary must be adhered to once approved.
 1. Events on the submitted itinerary may require additional documentation and/or parental/legal guardian authorization – i.e., swimming.
- G. Parent/Guardian and student must provide information to the trip chaperones, 10 days prior to the trip, regarding any food or environmental allergies, medications that will be taken during the trip, medical conditions that may need to be addressed on the trip. To the extent reasonably possible and as necessary to provide for a safe trip, this information will remain confidential.
 1. A student shall not bring any medications or consume any medications for which the chaperones do not have notice.
- H. All students and chaperones are expected to abide by all conduct and disciplinary rules of the District at all times associated with the school trip. Violation of such may result in student and/or personnel discipline.

Transportation requisitions for special buses for extra-curricular activities must be filed by the teacher or coach, approved by the principal and the District Transportation Liaison, and sent to the administration office the week before the transportation will be required, except in case of emergency.

- A. Bus transportation is restricted to authorized activities only.
- B. A faculty member or chaperone with no driving responsibilities must accompany each bus to and from all approved school sponsored activities.

Any and all special student activity trips should be presented by the superintendent to the school board for final approval.

Board Approved on November 18, 2024