

Code: **EEAD**

Adopted: May 12, 2005

Amended: December 13, 2007

Amended: August 12, 2010

Revised: December 8, 2016

TRANSPORTATION FOR EXTRACURRICULAR ACTIVITIES AND FIELD TRIPS

Student Trips

All extracurricular and field trips must be scheduled and pre-approved by the principal and/or superintendent.

An extracurricular activity is a district approved trip that provides transportation to and from an athletic event or any other district approved activity not directly related to an instructional program.

Field Trips

A field trip is a district approved trip associated with an academic or vocational program for purposes of extending the classroom into the community for instructional purposes. The board of trustees approves and encourages student field trips which are educationally oriented and well planned. All field trips should meet the desired goals and objectives consistent with the instruction the students have been receiving.

Overnight Trips

All overnight trips must receive the approval of the superintendent.

Approval of Trips –

Approval of trips shall be as follows:

Trips within a 500-mile drive radius of the school site-approved by superintendent

1. Form shall be submitted by the teacher listing purposes and objectives
2. Recommended by the principal

Trips beyond a 500-mile drive radius of the school site

1. Form shall be submitted by the teacher listing purposes and objectives
2. Recommended by the principal and the superintendent
3. Approved by the board

It is recommended for school to report on the approved trip at the next board meeting.

Supervision of Students During Trips

Employees of Lincoln County School District, other than the bus driver, must provide student supervision during trips unless otherwise approved by the superintendent.

Expectation of Students on Trips

Any student who begins a student trip in a school vehicle shall return to the point of origin in a school vehicle unless:

1. Written permission of parent or guardian is filed with the principal of the school prior to departure from Lincoln County, authorizing return with a specified individual;
2. Illness of injury of student and medical attention is required;
3. Student is released to parent or guardian by personnel in charge of trip.

However, the principal or administrative personnel may refuse to honor such request if, in his or her opinion, such release would not be in the best interest of the student.

Students, while on trips for the purpose of interscholastic league competition, educational field trips, ball trips, and other activities are under the authority of the school and are subject to the same standard of conduct they have maintained on school premises during regular hours of the school day. It is the responsibility of the student to understand these rules and to realize that any student found guilty of violating the basic rules of conduct may be deprived of all honors, offices, and other forms of recognition for the entire year. Special days, such as "L" Day, senior trips, domestic dates, graduations, and etc. will operate under rules established by the individual schools.

Interscholastic Activities Trips

The board of trustees approves student trips that are part of and consistent with the Nevada Interscholastic Activities Association's schedule. A limited number of other trips to schools or universities outside the NIAA Zone may also be arranged provided they have prior approval of superintendent / Board of Trustees. Prior to the beginning of each activity season each school should provide the superintendent with sufficient copies of activity schedules for the board of trustees.

Trip Audit Report

A trip audit report will be available from the district office upon request.

Payment for Extracurricular Drivers

Non-certified or classified personnel holding a CDL driver's license will be paid for extracurricular driving provided driving time is not part of their regular working day.

Certified personnel holding a CDL driver's license will be paid for bus driving time not within their regular working hours.

Certified staff members will not be paid for driving any vehicle not classified as a bus.

Reimbursement for Trips

Trip time will commence when a person reports to pick up a vehicle and ends when the vehicle is returned and secured. Drivers will be paid for the total trip time and are required to supervise the vehicle at all times. Regular drivers' wages will be paid for driving time. Minimum wage rates

will be paid for time spent not driving.

Drivers shall not be reimbursed for sleeping time nor off duty eating time. (Meal expenses are still reimbursable).

Drivers will deduct eight hours per day for each overnight trip and deduct (0.7) hours per meal during the trip unless the meal has been provided by the driver (brown bag). If personal business is conducted during down time, that time will be deducted from the total hours.

Trip drivers and their supervisors shall be expected to coordinate with staff members in charge of activities. The sponsoring club or organization shall be responsible for the drivers' food and lodging. Drivers will be reimbursed for per diem and travel claims at the standard school rate unless the sponsor provides meals and lodging.

Should an organization elect to pack meals (brown bag), the driver shall be expected to do the same. Should the organization plan to feed or sleep the participants, they should provide similar accommodations for the trip driver.

Reimbursement Procedures

District employees and/or other persons acting as sanctioned agents of the district, traveling to accomplish school business, shall be provided district transportation when available or reimbursed for the use of a private vehicles at the current mileage rate. A district reimbursement claim form must be filed for payment in a timely manner after travel.