



PURPOSE

To provide appropriate, safe transportation for students to and from school. Bus routes for this specific purpose will be decided each year, and may be modified at any time by the Director in order to maintain the school's budget and the other purposes of this policy.

Educational field trips may be developed by each grade or class to provide a variety of experiences and enhance the student's educational opportunities. Although field trips are adjunct to the instructional program, each is a learning activity and bears a direct relationship to the normal school experience.

For optimum student benefit, each field trip must be well planned beforehand and thoroughly evaluated after completion. The teacher or sponsor in charge of the group is responsible for the activity just as if it were conducted at school. All students within the class or school group must be given the opportunity to participate in the field trip.

PHILOSOPHY

Extended Travel

- Extended travel requests shall reflect the school's educational and behavioural objectives.
- Extended travel shall be allowed only when it is demonstrated that the trip is of such value to the students that the infringement of the trip on the other classroom instruction justifies the time lost.
- Extended travel shall not be used as an incentive or reward for participation in activities. School may encourage and motivate individuals and groups by properly placing trips in the total curricular structure.

Student Travel, Transportation and Field Trips

- Valley Academy's general philosophy is that insured commercial transportation is the preferred choice for student travel.

DEFINITIONS

"School" means Valley Academy.

"Student Travel" means daily travel to and from school, an Instructional Field Trip, Extracurricular Travel or Extended Travel.

An instructional field trip is a planned visit outside the school taken by students, under the supervision of a teacher or other school official, to enrich and extend the classroom instructional program. Field trips provide a link between the school and the community, and assist the school staff in relating the ideas and theories of the classroom to practical applications.

Extended travel may include travel during the summer or when school is not in session.



Furthermore, it is an instructional field trip or extracurricular travel which requires Director approval pursuant to this policy involving circumstances not limited to one or more of the following:

- [a] Overnight;
- [b] Destination is more than 100 miles from school;
- [c] Missed school day(s);
- [d] Student fund raising;
- [e] Financial cost to students;
- [f] Travel regulated by Federal Department of Transportation (DOT); or
- [g] Travel out of state.

POLICY

All buses used for daily student transportation, field trip activities, or other extra-curricular travel shall meet all the requirements for school buses in the State of Utah. UC 41-6a-1304 and Rule R909-3.

The school Director shall be responsible for appointment of an employee who is a Certified Utah School Bus Driver that will be responsible for:

1. All compliance of school buses and school bus drivers.
2. A Drug and Alcohol Program Coordinator who is certified and annually re-certified.
3. An instructor who is certified and annually re-certified or contract for certified instructor services.
4. A shop technician who is certified or contract for certified shop technician services.

Advertisements may be placed on Valley Academy school buses, and must follow Utah State Rule R909-3-3.

Criteria for Extended Travel

The school will not assume any liability for extended travel which was not pre-approved by the Director. Such travel is prohibited and is a violation of school policy.

Extended travel shall not be approved which:

- [a] Is primarily recreational or rewards for accomplishments, such as trips to amusement or theme parks;
- [b] Requires more than five (5) days absence from school:
 - (i) a student shall not miss more than five (5) consecutive days of school.
- [c] Requires travel outside the United States or Canada;
- [d] Is judged to be hazardous;
- [e] Requires participation as part of a course requirement or for which there is a grading penalty for students who choose not to go on the trip.

Extended travel shall be considered when the following criteria are met:

- [a] the trip shall be a part of a planned sequence of educational activities and make a contribution to the accomplishment of specific objectives for the course of study or the activity.
- [b] A student shall meet all school eligibility requirements. Eligible students may travel with more than one (1) group in a school year.
- [c] Teachers, advisors, administrators and others acting in the capacity of chaperones/supervisors of students in an extended travel activity, which has been approved pursuant to this policy, may accept lodging, Per Diem, and fare payments or mileage reimbursements in connection with their supervisory assignment. Parents, guardians, relatives or other persons who voluntarily join the activity must pay all cost associated with their participation. The costs incurred by those acting as chaperones/supervisors for souvenirs, side trips or other activities ancillary to the student itinerary, shall not be paid by students or reimbursed to the individual. Unless approved by the activities shall not be rewarded with salary compensation, class participation credit or grades. Teachers, advisors, and administrators may solicit student participation in field trips and extended travel activities only in the manner authorized by the policy.
- [d] All transportation shall be by insured commercial transportation unless an exception is approved by the Director.
 - (i) Travel to, at, and from destination shall be detailed in the trip application submitted for consideration to the Director.
 - (ii) Requests for exceptions to use insured commercial transportation shall be explained in the extended trip application.

The Process for Approval

Invitations or plans for extended travel with student groups shall first be discussed with the school director.

- [a] Staff shall not be involved in making formal travel plans for extended travel until the request has been authorized by the director.
- [b] The request shall include information on cost, destination, and days away from school.

After discussion with the director requests/applications for extended travel will be submitted to the Director in writing a minimum of 60 days prior for consideration. Requests/applications are to contain all information as stated in "Extended Travel shall be considered when the following criteria are met," subsection [e](i) and "The Process for Approval," subsection [b](ii) of this document.

Approval of the Director shall be obtained before raising funds for the trip or making any financial commitments.

The Director shall receive requests for all field trips which can be logically anticipated during the school year.

- [a] The director shall receive other requests from staff as needed, in a timely manner, consistent with procedures of this policy.
- [b] The director(s) shall review request applications for approval.
 - (i) No request shall be considered without full information.
 - (ii) All requests shall include official travel costs. Airfare costs, hotel costs and the cost to each student for any incidental or additional activities (theme parks, etc.).
 - (iii) After receiving approval, and travel plans change (including such changes as the destination date or purpose of the trip), the request shall be resubmitted to the Director for approval.

Extended Travel Authorization

Requests for travel authorization shall be submitted to the Director for authorization.

Planning by Teachers and Students

Most programs and activities for students will likely take place within 100 miles of the school. In essence, travel by student groups shall largely be within the State of Utah. Planning and evaluation of a field trip shall consider the following:

Groups within a school should be self-limiting in their requests for extended travel involving school time and trips should only be made when educational purposes cannot be fulfilled in any other way.

- [a] Planning by the Teacher
 - (i) Trip is timely and scheduled as part of a planned sequence of educational activities.
 - (ii) Plans are discussed with the director.
 - (iii) Transportation and other approval forms are completed.
 - (iv) Approval is obtained before raising funds or publicizing the trip.
 - (v) Resource persons to be used at the site are identified, and their participation is confirmed.
 - (vi) Chaperones are identified and briefed.
 - (vii) Parental permission forms, including authorization for travel, are completed.
 - (viii) Physical arrangements, such as for rest stops, food, are made.
- [b] Planning with Students
 - (i) Purpose of the field trip is discussed.
 - (ii) Information to be obtained and things to be observed are planned.
 - (iii) Safe conduct and appropriate dress are reviewed.
- [c] Planning with Parents

- (i) Parents shall be informed of the expenses, date(s), destination(s), and mode(s) of transportation for each field trip or for a series of field trips. All provisions as outlined under the School Fee Policy shall be complied with.
- (ii) Each participating student shall obtain travel authorization signed by a parent or guardian.
- (iii) The school shall retain all travel authorization until the end of the school year. In addition to the teacher/advisor, one administrator or designee shall accompany each class or group of students.
- (iv) Additional adult chaperones shall be provided on the basis of one adult per five (5) to ten (10) students.
- (v) The number of chaperones needed shall be determined by ages of the students and the nature of the trip.

Financing Extended Travel

All plans to raise finances for extended travel shall have the approval of the school director.

- All money shall be collected and disbursed according to Utah State Compliance Guidelines.
- Fund raising shall be conducted according to Valley Academy fund raising procedures.

Travel Plans

- Parents or guardians shall be made aware of the plans as soon as possible following Director approval.
- The school shall obtain parent's written permission for their student's participation.
- The adults who accompany the students shall be aware of the plans and where necessary, should be capable of carrying on if the leader should become incapacitated.
- The "buddy" system and "squad" system of student responsibility shall be organized for all excursions.
- Each student should have identification listing name, home address, telephone number, and business address and telephone number of one parent. This information should be available to the responsible adult chaperone.
- An all-inclusive, hour-by-hour itinerary, (including free time) should be prepared for both students and their parents or guardians.
- Students with known physical problems must make the instructor and the adult chaperone aware of their condition and the prescribed medication.

Insurance Coverage

Parents shall assume responsibility for appropriate insurance coverage. All students shall and their parent/guardian shall complete all necessary forms prior to any extended travel.

Transportation of Students

- No one under the age of twenty-one (21) should be authorized to transport students.
- Any official and authorized transportation of students more than one hundred (100) miles distance from the school, or when crossing state lines, should be done on a properly insured commercial carrier. It is the policy of the school that insured commercial transportation is preferred choice for all activities involving student extended travel.
- Commercial vehicles with a seating capacity of eleven (11) or more, including the driver, may not be used for the transportation of students unless the vehicle meets the federal school bus safety standards. UC53-8-211.5
- The driver of any vehicle used to transport students must ensure that all items in the vehicle are properly secured so that they do not come loose in the case of a sudden stop or accident. Seat belts must be worn at all times by all of the occupants.
- Adult drivers of private or rental vehicles who provide transportation for students from school to approved school events, including field trips and extracurricular activities, must complete an "Automobile Transportation Record for Student Activities," form with all of the required information. Drivers can be either a parent/guardian of a student participating in the activity or a coach, advisor, instructor, or adult twenty-one (21) years of age or older. The driver must have liability insurance coverage, and may not drive if they have had a conviction in the past ten (10) years for alcohol/drug related driving violation or more than two (2) moving violations in the last twelve (12) months.
- Parents must give consent for the students to be transported by an adult driver of a private or rental vehicles. Student passengers must have on file at the school a "Student Passenger in a Private or Rental Vehicle" form signed by their parent/guardian.

BUS TRANSPORTATION

The mode of transportation for educational field trips and other student travel to school related activities will be by commercial carrier, school bus, or approved private vehicles. Specific guidelines related to the use of school buses are included below.

Use of School Bus

- The sponsor(s) must complete and submits a "Requisition for School Bus Transportation," signed by the Director two weeks prior to the field trip date.
- The seating capacity on each Valley Academy school bus shall be posted as required by Utah State Law; however, consideration should be given to the size of students and length of the trip when determining the number of students for the bus.
- Travel will begin and end at the school. Students will not be picked up or let off at other locations.
- Travel is permitted to the places and areas designated on the "Requisition for School Bus

Transportation” form.

- Only those students who are official members of the class or group, their sponsors, and chaperones are permitted to travel on the school bus.
- Student responsibilities and conduct on school bus field trips are the same as traveling to and from school. Sponsors and chaperones are responsible for maintaining proper student conduct.
- Costs, such as tolls, admission fees, etc. are to be paid by the sponsor. Also on overnight trips, the driver's meals and lodging expenses are to be paid by the sponsor.
- Sponsor(s) are responsible to conduct a student lunch headcount and notify the kitchen staff 48 hours from date of departure those students requiring a sack lunch.

Roundtrip Miles	Fuel Price
≤ 10	\$10.00
20	\$15.00
30	\$20.00
40	\$25.00
50	\$30.00
60	\$35.00
70	\$40.00
80	\$45.00
90	\$50.00
100	\$55.00

Table 1: Mileage Cost Schedule

Bus fee includes operator and maintenance of vehicle and equipment. Fees are calculated based on the hours of operation. See fee schedule table below:

Bus Schedule	Price
Half-day	\$65.00
Full-day	\$96.00

Table 2: Bus Fee Schedule

Background Check

State law and Valley Academy policy state that any volunteer who will be given significant unsupervised access to a student in connection with the volunteer's assignment shall be required to submit to a criminal background check as a condition of serving as a volunteer. This includes transporting students in private vehicles without a school employee being present. The procedures and standards established in the law and School policy shall apply.

Valley Academy Guidelines for Bus Advertisement

I. Valley Academy may place marketing materials and school marketing materials and school logos on school busses as long as the following requirements are met:

1. Advertising on the school bus shall be school and age appropriate
2. May not contain:
 - (a) promotion of any substance or activity that is illegal for minors, such as alcohol, tobacco, drugs, or gambling;
 - (b) promotion of any political party, candidate, or issue; or
 - (c) sexual material
3. May not be placed on the back or the front of the school bus.
4. Is limited in size to no more than 35% of the area of the side of the school bus.
5. Shall be painted or affixed by decal on the school bus.

II. Advertisements placed on any Valley Academy bus may not:

1. cover, obscure or interfere with the operation of any required lighting, reflective tape, emergency exits or any other safety equipment;
2. be placed within six inches of any required markings, lighting or other required safety equipment;
3. resemble a traffic control device; or
4. be illuminated or be constructed of reflective material (R909-3-3).

FORMS

Automobile Transportation Records for Student Activities

Field Trip Parental Permission

Medical Release Form and Code of Conduct Agreement

Student Passenger in Private or Rental Vehicle Permission Form

Extended Travel Registration Form

Extended Trip Application Form

Requisition for School Bus Transportation



AUTOMOTIVE TRANSPORTATION RECORDS FOR STUDENT ACTIVITIES FORM

Name of Driver: _____

Driver's License Number: _____ State: _____ Expiration: _____

Home Address: _____
Street Address City State Zip Code

Home Phone Number: _____ Work Phone Number: _____

Name of Insurance Company: _____

Insurance Policy Number: _____ Expiration Date: _____

Mileage Payment Waived: Yes No

Date	Event	Destination	Miles
		Total Miles Traveled	

Signature of Driver Date

Signature of Director Date

With prior approval of the school director, an automobile may be used to transport a student or students. The driver may be a coach, advisor, instructor, parent, guardian, or other adult twenty-one years of age or older.

- Each driver must show proof of liability insurance coverage.
- The liability coverage by school begins when the driver picks up the students and ends when the students are delivered to the event or to the school following the event.
- In the event of a liability claim, the driver's insurance will pay first. Any claim for personal injury in excess of that paid by the driver's insurance will be assumed by the School up to the limits set forth by Utah State Risk Management. No property damage will be covered by the School. The driver may file claims with Utah State Risk Management.
- Volunteer drivers who will have unsupervised access to a student while transporting them to an activity must have successfully completed a background check.

The Director will:

- Keep this form on file in the school.
- Review any mileage incurred and submit for reimbursement. Mileage reimbursement will be paid at the rate set by the school for travel.



STUDENT PASSENGER IN A PRIVATE OR RENTAL VEHICLE FORM

It is occasionally necessary for student to be a passenger in a private or rental vehicle being driven by an adult driver to school activities. The following requirements apply for authorized use of private or rental vehicles:

1. The activity is approved by the school director for students who will need to leave the school campus.
2. Drivers must have a valid Utah driver's license in order to qualify for transporting students.
3. Drivers may not drive if they have had a conviction in the past ten (10) years for an alcohol/drug related driving violation, or they have had more than two (2) moving violations in the past twelve months.
4. Drivers who are School volunteers must have successfully completed a criminal background check if they will be transporting students without a School employee in the vehicle.
5. Each vehicle must have current liability insurance coverage.
6. Drivers must ensure that the vehicle has passed state-required safety and/or emission inspections.
7. It is the student passenger's or his/her parents' duty to confirm that the driver carries the required insurance. Information regarding the insurance company and policy number can be obtained from an insurance identification card provided by the company which must be carried in the vehicle at all times.
8. REMEMBER – the driver and all passengers must wear seat belts. It's the law.

Date	Event	Destination	Miles
		Total Miles Traveled	

Parent/Guardian: I give permission for my student _____ to be transported by an adult driver to an approved school activity (ies) as noted above.

Parent/Guardian Signature

Date

This form must be kept on file in the school



FIELD TRIP – PARENTAL PERMISSION FORM

[Date]

Dear Parent or Guardian:

Our [grade/class] is taking students on a field trip to [place]. We will leave the school at [time of day] on [date] and return about [time of day] the same day. The students will participate in the following activities:

The students will be transported by [mode of transportation: school bus, parent, teacher, etc.].

The purpose of the trip is to teach students about _____

I, the undersigned parent/legal guardian of _____ (student/participate), do hereby, consent to my child/children's participation in _____. I also agree to forever release Valley Academy, and its employees, agents, board members, volunteers and any and all individuals and organizations assisting or participating in _____, hereinafter referred to as "The Releasees," from any and all claims, rights of action and causes of action that may have arisen in the past, or may arise in the future, directly or indirectly, from personal injuries to my child/children or property damage resulting from my child/children's participation in _____.

I also promise, to indemnify, defend, and hold harmless the Releasees against and legal claims and proceedings of any description that may have been asserted in the past, or may be asserted in the future, directly or indirectly, arising from personal injuries to my child/children or property damage resulting from my child/children's participation in _____.

I further affirm that I have read this form and that I understand the contents of this form. I understand that my child/children's participation is voluntary and that my child/children and I are free to choose not to participate in the same. By signing this form, I affirm that I have decided to allow my child/children to participate with full knowledge that I will indemnify and hold harmless the Releasees or any personal injuries and property damage my child/children or I may suffer in voluntarily participating in _____.

Parent or Guardian's Signature

Date



MEDICAL RELEASE FORM and CODE OF CONDUCT AGREEMENT

Medical Release

I do voluntarily authorize the Valley Academy administrator and/or designees to administer and /or obtain routine or emergency medical treatment for the named person as deemed necessary in medical judgment. Parents/guardians of participant will allow emergency medical treatment to be administered as needed. Any further treatment will require parental/guardian consultation.

Student's Name

Parent/Guardian's Signature

Code of Conduct Agreement

PARTICIPANTS: Be sure that you understand the "Code of Conduct." Any person violating these rules may be sent home at their own expense, or may otherwise disqualify his/her group from participation.

Valley Academy Extended Travel is designed to be an educational function and all plans are made with that objective.

The School wants every person to have an enjoyable experience with every attention paid to safety and comfort. All participants will be expected to conduct themselves in a manner best representing the school. In order that everyone may receive the maximum benefits from their participation, the following "**Code of Conduct**," must be followed at all times:

1. I will, at all times, respect the public and private property, including the hotel/motel in which I am housed.
2. I will spend each night in the room of the hotel/motel to which I am assigned.
3. I will strictly abide by the curfew established and shall respect the rights of others by being as quiet as possible after curfew.
4. I will not remain in the sleeping room of the opposite sex unless the door is completely open at all times.
5. I will not use alcoholic beverages or illegal drugs.
6. I will not leave the hotel/motel without the express permission of my advisor, chaperone, or school administrator.
7. My conduct shall be exemplary at all times.
8. I will keep my advisor or chaperone informed of my whereabouts at all times.
9. I will, when required, wear an official identification badge.
10. I will attend, and be on time for, all activities that I am assigned to and registered for.
11. I will adhere to the dress code at all required times.

Violations and Penalties

I agree that if, for any reason, I am in violation of any of the rules of the competition, performance, activity, or conference at the following event _____, I may be brought before the appropriate discipline committee for an analysis of the violation. I also agree to accept the penalty imposed on me. I understand that the penalty and reasons for it will be explained to me before it is carried out. I further realize that the severity of the penalty may increase with severity of the violation, event to the extent of being immediately sent home at my own expense.

1. Violations of items one through six of the "Code of Conduct" will be grounds for disqualification, immediate removal from office or competition and relinquishment of awards and recognition. In addition, the violator will be sent home at his or her own expense. Notification of the violation and the action taken will be sent to the participant's director and parents/guardians.
2. Violations of items seven through eleven will result in a warning and reprimand. Notification of the violation and the action taken will be sent to the participant's director and parents/guardians. Repeated violations of the items seven through eleven may result in the participant being sent home at his or her own expense.

It is within the spirit of being a proud and meaningful member of this traveling group that I agree to these rules of conduct by signing my name on this release form.

I, the undersigned parent/legal guardian of _____ (student/participant), do hereby, consent to my child/children's participation in _____. I also agree to forever release Valley

Academy, and its employees, agents, board members, volunteers and any and all individuals and organizations assisting or participating in _____, hereinafter referred to as "The Releasees," from any and all claims, rights of action and causes of action that may have arisen in the past, or may arise in the future, directly or indirectly, from personal injuries to my child/children or property damage resulting from my child/children's participation in _____.

I also promise, to indemnify, defend, and hold harmless the Releasees against and legal claims and proceedings of any description that may have been asserted in the past, or may be asserted in the future, directly or indirectly, arising from personal injuries to my child/children or property damage resulting from my child/children's participation in _____.

I further affirm that I have read this form and that I understand the contents of this form. I understand that my child/children's participation is voluntary and that my child/children and I are free to choose not to participate in the same. By signing this form, I affirm that I have decided to allow my child/children to participate with full knowledge that I will indemnify and hold harmless the Releasees or any personal injuries and property damage my child/children or I may suffer in voluntarily participating in _____.

Participants Signature

Parent/Guardian Signature

Date



VALLEY ACADEMY
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Extended Travel Registration Form

Participant's Full Name (Last, First, Middle):		DOB (MM/DD/YYYY)	SSN:
Home Address:		Trip Destination:	
City, State, Zip		Traveling Group:	
Parent or Guardian Name:		Name of Emergency Contact Person:	Contact Number Include Area Code
Home Phone:	Cell Phone:	Emergency Contact Address:	
Person Responsible for Medical Bills (Guarantor):		Family Physician:	Physician's Telephone Number:
Guarantor's Relationship to Participant:	SSN	Do you have any known allergies? <input type="checkbox"/> YES <input type="checkbox"/> NO If "yes," Please list	
Guarantor's Employer's:	Employer's Phone Number:	Do you have a history of Allergies, heart condition, diabetes, asthma, epilepsy, rheumatic fever, or other existing medical conditions? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Employer's Address:			
Name of Insurance Provider:		Are you taking any medication? <input type="checkbox"/> YES <input type="checkbox"/> NO If "Yes," please list prescription name:	
Provider's Address:		Do you have any physical restrictions? <input type="checkbox"/> YES <input type="checkbox"/> NO If "Yes," Please explain:	
City, State, Zip Code:			
Insurance Policy Number:			
Insurance Group Number:		When did you last have a Tetanus shot?	
Insurance ID Number:		Having read and understood completely the Medical Release and Code of Conduct Agreement. I, by signing below, do hereby agree to abide by these in their entirety. Signature of Participant: _____ Date: _____	
If you do not have any medical insurance, sign here			
Signature of Parent/Guardian _____ Date: _____		Signature of Parent/Guardian _____ Date: _____	



Extended Trip Application

Group or Class Requesting Trip: _____ Date of Request: _____

Teacher(s) Name: _____

Number of Students Participating: _____ Destination: _____

Total number of school days (or parts of) students will be absent from school: _____

Departure Date: _____ Departure Time: _____

Return Date: _____ Return Time: _____

Purpose of Trip:

Method of Travel:

To Destination: _____ From Destination: _____

Number of Adult Chaperones: _____ Ratio of Students to Adults: _____

Describe the educational value of this trip. Can the above educational value be met in any other way?

Insurance Coverage: _____

Total cost per student (including meals): _____

Signature of sponsoring Teacher

Signature of Director

Reason for acceptance / Rejection: _____



Requisition for School Bus Transportation

Bus Capacity: Elementary – 72 Students

Intermediate School – 60 Students

Date of Request: _____

Date of Trip: _____

Name of Person Requesting Bus: _____ Phone Ext. _____

Group or Class Requesting Trip: _____

Bus Driver Approval: _____

Date: _____

Director Approval: _____

Date: _____

Trip Information

# of Students	# of Adults	School or Alternate Pick-up Location	Time to Pick-up at School	Time to Drop-off at School	Destination(s)

Will there be wheelchairs? Yes No If "Yes," number of wheel chairs: _____

Special Instructions: _____

For Transportation Department Use Only

Date Form Received: _____

Trip Hours: _____

Trip Miles: _____

Total Amount Due: \$ _____

Received by: _____

Date: _____