

**TRANSPORTATION FOR SCHOOL RELATED TRIPS**

**Authorized Limits**

All trips to destinations outside of Los Angeles, Orange, or Ventura Counties, or to Riverside County, east of the I-215 freeway, must have advance approval by the Superintendent or designee, or when appropriate, by the Governing Board. Requests for approval shall be made forty-five (45) days prior to the trip date, shall be in writing, and shall include justification, cost estimates, source of funding, and provisions for supervision. The principal shall consider the impact on student absences from class and the need for substitutes. All single day trips to destinations outside of the Los Angeles, Orange or Ventura counties, or to Riverside County east of the I-215 freeway, shall be taken by a school bus or SPAB bus, regardless of group size.

Except for mandatory CIF athletic play-off competition, must be borne by the school or the group taking the trip.

Overnight and/or out-of-state trips are authorized only if specifically recommended by the building principal, the District Superintendent or Assistant Superintendent, and approved by the Board. Application for approval must be made to the District Superintendent forty-five (45) days prior to the trip date.

**Authorized Expense Limits**

The District Superintendent or designee shall annually set the funding level for all cocurricular expenses. All trips exceeding the funding level limit shall be supported independent of District funds.

**High School Athletics**

- a. Only trips to participate in CIF-sanctioned events are permitted.
- b. The total number of athletic trips of a given team is not to exceed the number of contests authorized by the CIF.
- c. Any trip to a destination beyond Los Angeles, Orange, or Ventura Counties, or beyond Riverside County, east of the I-215 freeway, other than CIF playoff contest, or necessitated by league affiliation must meet the conditions specified under "authorized limits."
- d. The number of trips approved from District funds shall not exceed the funding limit as set forth under "authorized expense limits."

**High School Instrumental Music, Choral Music, Student Activities (Drama, Speech, Debate, Academic Decathlon), Auxiliary Units (Cheerleaders, Pep Squads, Drill Team, Flag Team)**

- a. Requests for transportation to a destination beyond Los Angeles, Orange, or Ventura Counties, or beyond Riverside County, east of the I-215 freeway, must be recommended by the principal and approved as specified under "authorized limits."
- b. The total number of trips approved from District funds shall not exceed the funding limit as set forth under "authorized expense limits."

**Junior High Instrumental Music**

- a. Requests for transportation to a destination beyond Los Angeles, Orange, or Ventura Counties, or beyond Riverside County, east of the I-215 freeway, must be recommended by the principal and approved as specified under "authorized limits."
- b. The total number of trips approved from District funds shall not exceed the funding limit as set forth under "authorized expense limits."

**Non-District Transportation**

- a. Participating students shall be transported to and from school related events in school buses, School Pupil Activity Buses (SPAB), limousines, rental vehicles, provided, or secured, by the Transportation Department, appropriate to the activity. Schools and school booster groups shall make all transportation arrangements through the Transportation Department. Schools and school booster groups shall not secure school bus(es), SPAB bus(es), limousine service, or rental vehicles independently. Any deviation from this policy for groups of less than 21 students must be approved in advance by the building principal and Director of Transportation and/or Director of Human Resources and Equity Services. The principal shall consider alternatives in the following order:
  1. Transportation in a District vehicle driven by a District employee;
  2. Transportation in an employee's vehicle driven by an employee.
  3. Transportation in a passenger vehicle driven by a their own parent, guardian, or adult sibling;
  4. Transportation in passenger vehicle driven by a District approved volunteer driver;
  5. Transportation the student participant; permissible only when an event is located within District boundaries. Students shall not transport other students at any time.

If any participating student is to be transported in a vehicle other than a school bus or SPAB vehicle, written notice giving details of the anticipated transportation must be given to the student's parents in advance of the event. Written approval must be secured from the student's parents authorizing permission for the student's transportation by alternate means. Building principals shall ensure all employees and volunteer drivers are cleared to transport students by the District Transportation Department and that volunteers meet the criteria outlined in AR 1240(a).

Students may be transported by private vehicles, driven by a District approved volunteer driver, to school sponsored events outside District boundaries, provided there are less than 21 students traveling, the activity or reporting time for the activity is one hour after the school day, or on non-instructional days. Students may not drive themselves outside District boundaries. All trips taken during the instructional day shall be taken by a school bus or SPAB vehicle regardless of group size.

Students may be transported by private vehicles to school sponsored events within District boundaries, regardless of group size, if the activity or reporting time for the activity is one hour after the school day or on non-instructional days. Students may drive themselves to trip destinations within District boundaries. Students shall never transport other students.

**TRANSPORTATION FOR SCHOOL RELATED TRIPS** (*continued*)

AR 3541.1(c)

The principal shall insure that all students transported to a trip destination have transportation arranged round-trip.

**Transportation for Support Groups**

Senior high support groups' ("Rooters") buses may be provided by the District transportation department when there is no cost to the school District. Schools must arrange payment by the support groups or ASB organizations.

**Other Riders**

Adults who are not employees of the District may be transported to approved activities if they are to assist in student supervision and are approved volunteers as outlined in AR 1240. Prior written authorization must be obtained from the building principal or designee for each trip. The driver of the vehicle is not authorized to allow persons on school vehicles without receiving written authorization from the building principal, assistant principal, or Director of Transportation.

Children who are not participating in the activity, including children of District employees, **shall not** be permitted to ride school vehicles unless they are participating in the activity or are students riding the vehicle assigned to support groups ("rooters").

Date  
Issued: 10/27/93  
Reissued: 02/16/11  
Reissued: 05/15/13

**WILLIAM S. HART UNION HIGH SCHOOL DISTRICT**  
Santa Clarita, California