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Policy 710L

Orig. 1995

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710L EXTRACURRICULAR AND CO-CURRICULAR TRANSPORTATION, TRAVEL AND EXPENSES

I. PURPOSE

The purpose of this policy is to make clear to students, parents, and staff the school district's policy regarding extracurricular transportation.

II. GENERAL STATEMENT OF POLICY

The determination as to whether to provide transportation for students, spectators, or participants to and from extracurricular activities shall be made solely by the school district administration. This determination shall include, but is not limited to, the decision to provide transportation, the persons to be transported, the type or method to be utilized, all transportation scheduling and coordination, and any other transportation arrangements or decisions. Employees who are involved in extracurricular activities shall be advised by the administration as to the transportation arrangements made, if any.

III. ARRANGEMENT OF EXTRACURRICULAR TRANSPORTATION

School district employees shall not undertake independent arrangement, scheduling, or coordination of transportation for extracurricular activities unless specifically directed or approved by the school district administration. All transportation arrangements made by a school district employee must be approved by a building administrator. If the school district makes no arrangements for extracurricular transportation, students who wish to participate are responsible for arranging for or providing their own transportation.

IV. NO EMPLOYEE TRANSPORTATION OF STUDENTS WITH PERSONAL VEHICLES

An employee must not use a personal vehicle to transport one or more students except as provided herein. However, employees may make appropriate transportation arrangements for students as necessary in an emergency or other unforeseeable circumstance.

In a nonemergency situation, an employee must get prior, written approval from the administration before transporting a student in a personal vehicle. If a school vehicle is available, the employee will use the school vehicle. The administration has the sole discretion to make a final determination as to the appropriate use of a personal vehicle to transport one or more students.

If any emergency transportation arrangements are made by employees pursuant to this section, the relevant facts and circumstances shall be reported to the administration as

soon thereafter as practicable.

All vehicles used to transport students shall be properly registered and insured.

[Note: This policy provides that employees may use a personal vehicle to transport students in an emergency or other unforeseeable circumstance. An “emergency or other unforeseeable circumstance” does not include situations where regular transportation is available or scheduled.

For example, if a scheduled extracurricular event occurs outside of the school district and the school district transports a team or group of students to and from the event, an employee would be prohibited by law from using a personal vehicle to transport some students to the event. In contrast, if a student attending this same event became ill or injured and required immediate transportation home or to a health care facility, the exigent need to transport one student would not constitute regular or scheduled transportation. An employee would have authority to transport the student in a personal vehicle under these circumstances, if using a vehicle that is properly registered and insured. The expectation of the school district is that the employee would immediately contact administration about these circumstances to ensure oversight of the employee’s use of this exception.

Nonregular and nonscheduled transportation also would include situations where some notice may be provided of the need for transportation to a nonscheduled event for which transportation generally is not provided by the school district. For example, a group of students may participate in a scheduled debate competition for which regular school district transportation is provided. Two students advance to a regional competition the following day. Transportation would not have been scheduled to the regional competition as the students’ advancement was not predicted. These circumstances may justify an employee’s use of a personal vehicle to transport the two students to the regional competition, if the vehicle is properly registered and insured. Because the employee has sufficient time to contact an administrator, advance written permission by an administrator would be expected for the purpose of overseeing that the reasons for an employee using a personal vehicle comply with the requirements of the law.]

V. FEES

In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional.

VI. RELATED WORKSHOPS AND CLINICS FOR MSHSL COACHES AND ADVISORS

A maximum of two (2) days per school year may be used, at the discretion of the Superintendent, to attend workshops and/or clinics. Additional days may be allowed at the discretion of the principal and Superintendent.

VII. COACHES ATTENDING NON-PARTICIPATION TOURNAMENTS

A maximum of two (2) days per school year may be granted to head coaches and first assistant coaches only, to attend a state tournament of the activity in which they are assigned a coaching position.

All eligible coaches desiring to attend a state tournament must have prior approval from the Superintendent if the tournament requires that the coach miss assigned working days.

The District shall provide a stipend of \$50 per person/per day/per tournament, up to two (2) days, tickets, and a substitute, if the coach is on staff. All other expenses shall be the attending coach. In the event a substitute is not needed, the daily stipend will increase from \$50 to \$150.

Prior approval to attend such state tournaments must be made with the Superintendent at least two weeks in advance of the tournament.

The Activities Director shall be permitted to attend one state tournament per year of his/her choice and will also be provided the same above expense by the district. In addition, the Activities Director will attend state tournaments with qualifying teams in events in which MHS is a participant.

VIII. EXPENSES FOR MSHSL SANCTIONED TOURNAMENTS

Transportation and lodging will be paid by the district and arranged by the AD/advisor for trips where an overnight stay is applicable and has been pre-approved by the administration.

No school district meal allowances will be paid.

The district will pay for individual/team and coach(s) attendance at the pre-tournament MSHSL recognition ceremony for state bound individual(s)/teams. AD/advisor will make the arrangements for the ceremony.

The District shall also provide a stipend of \$50 per coach/per day/per tournament, up to two (2) days, tickets, and a substitute, if the coach is on staff. All other expenses shall be the attending coach. In the event a substitute is not needed, the daily stipend will increase from \$50 to \$150.

IX. STUDENT TRAVEL AND EXPENSES

MEAL ALLOWANCES

No meal allowances will be paid to students by the district. Activity accounts, club or booster club may provide a meal allowance.

STATE TRAVEL

Students traveling on an approved school sponsored trip must travel to the event, and return from the event, with the designated group.

Exception to the policy:

- a. **When a parent requests in person at the event for the release of their student. Each request for an exception to this policy must be signed by parents and the student involved.**
- b. **An approved request signed by the Superintendent to release the student.**

Coaches, directors and chaperones on busses must check the passenger list before leaving and before returning to make certain all students are accounted for. Report any violation to the Principal and/or Activities Director. Be sure that students follow all bus rules.

SAMPLE FORM:

At the event this student will be riding home with their parent or guardian:

DATE	STUDENT NAME	PARENT/GUARDIAN SIGNATURE
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X. SCHOOL DISTRICT FINANCIAL RESPONSIBILITIES FOR STUDENT OR STAFF NATIONAL OR INTERNATIONAL TRAVEL

- a. **Students who qualify to compete in National events will receive a meal stipend of \$25.00 per day, prorated at \$8.00 per meal. Athletic teams who compete in state tournaments will receive up to a \$25 per day meal stipend.**
- b. **Board will pay lodging expenses up to \$50 per day, per student. When feasible, reasonable lodging shall be secured, and when groups of students are participating, sharing of rooms is expected for those participating in competition events.**
- c. **National competition shall be considered per group request to the Board of Education.**
- d. **When students qualify and attend competitive school events on an individual basis, they shall make lodging and transportation requests to Board/Administration on a per individual request basis for those participating in competition events.**
- e. **It is assumed that part of the learning experience of vocational programs is the use of fundraisers to support activities for District, Region, State and National competitions.**
- f. **It is further assumed that high school class trips and all non-competitive high school activities will be supported through class raised funds and meals will be paid for by the individual or through fundraising.**

- g. **Any request for student and staff travel more than 50 miles outside the State of Minnesota requires prior School Board approval.**

Legal References: Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 169.011, Subd. 71(a) (Definition of a School Bus)
Minn. Stat. § 169.454, Subd. 13 (Type III Vehicle Standards – Exemption)

Cross References: MSBA/MASA Model Policy 610 (Field Trips)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA Service Manual, Chapter 2, Transportation