

Field Trips, Excursions, Extra-Curricular Activities (i.e., Athletics, Clubs, etc.)

1. Field trips, excursions, and extra-curricular activities shall be planned and scheduled to provide pupils with educational experiences which are extensions of the classroom and an integral part of the educational program.
2. A transportation plan shall be submitted to the PRINCIPAL for approval or recommendation when a field trip, excursion, extra-curricular activity, or community resource program is planned and scheduled.
3. Field trips, excursions, and extra-curricular activities, shall be supervised by staff members of the Madison Metropolitan School District.
4. Field trips, excursions, and extra-curricular activities which extend overnight or require travel in excess of 150 miles each way shall be considered an extended trip and must be approved by the PRINCIPAL, appropriate ASSISTANT SUPERINTENDENT, and the SUPERINTENDENT.
5. There may be situations when the District does not provide transportation to an extra-curricular activity. In these cases, the parents/guardians shall be informed that no transportation will be provided, and a written statement will be obtained from the parents acknowledging notice of same.

PROCEDURE

1. Common carriers, with students under the immediate supervision of District staff member(s) shall be the only approved transportation for the above mentioned activities when large groups (more than 18 students) are to be transported.
2. When a small group (18 or fewer students) is to be transported privately owned, leased or rented automobiles may be utilized if proper insurance coverage has been obtained by the automobile's owner or lessee and such insurance has been verified by the district, and if the driver and vehicle comply with BOARD Policy 8350.
 - a. Proper insurance shall consist of the following:
 - 1) \$100,000 for one person, \$300,000 for a group, \$50,000 for property damage;
3. Extended trips shall be restricted as follows:
 - a. Common, commercial and/or bonded carriers, with students under the immediate supervision of an employee of the BOARD shall be the only approved transportation for extended trips unless the SUPERINTENDENT or his/her designee authorizes alternative transportation for a group consisting of 18 or fewer students and the drivers and vehicles comply with BOARD policy 8350.
 - b. An application for approval of the trip must be submitted to the PRINCIPAL, appropriate ASSISTANT SUPERINTENDENT, and SUPERINTENDENT at least 2 weeks prior to the trip, and shall include the following:
 - 1) The names and emergency contact information for students, employees and other chaperones attending.
 - 2) The method of transportation to be used.
 - 3) A complete, detailed itinerary for the trip, including regularly scheduled driving breaks of at least 20 minutes for every 3 to 4 hours of continuous driving when alternative transportation is utilized.
 - 4) The name of the employee who has first aid training.
 - 5) A description of the instructional purpose of the trip and an explanation why that purpose cannot be met by taking a trip to a closer location and/or that does not require an overnight stay.

- c. Overnight extended trips shall not be permitted for elementary students unless authorized by the SUPERINTENDENT or his/her designee.
 - d. There shall be a minimum ratio of 1 adult chaperone supervising every 10 students participating in an extended trip. A minimum of one BOARD employee shall supervise every trip. It is preferred that all additional chaperones needed to maintain the 1 to 10 ratio be BOARD employees, but exceptions may be made for volunteers who have undergone a thorough background check and been approved by the SUPERINTENDENT or his/her designee.
 - e. School days may not be cancelled or shortened due to an overnight extended trip being held unless authorized in writing by the appropriate ASSISTANT SUPERINTENDENT.
4. A PRINCIPAL, an ASSISTANT SUPERINTENDENT or the SUPERINTENDENT may deny approval for any field trip, excursion, extra-curricular activity or extended trip on the basis of unreasonable or disproportionate cost.
 5. No employee shall sign any contract or agreement in relation to a field trip, excursion, extra-curricular activity or extended trip purporting to bind the BOARD or the District to its terms, unless specifically authorized to do so by the BOARD.

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POLICY

DOMESTIC OR FOREIGN TOURS 5100 Auxiliary Services

Domestic or Foreign Tours

All school sponsored domestic or foreign tours must be approved by the SUPERINTENDENT prior to any employee using school time to announce, organize, arrange, advertise and/or promote the event. No Madison School District employee may receive for his or her personal benefit anything of value from any person other than the Madison School District to sell, promote the sale of or act as an agent or solicitor for the sale of any goods or services to any Madison School District student while on the property of the Madison School District or at any activity of the Madison School District.

Domestic or Foreign tours are those which are optional for students, are longer than one day, and take place when school is not in session except as authorized by the SUPERINTENDENT or his/her designee. Foreign tours are those which include travel outside the continental United States.

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PROCEDURE

DOMESTIC OR FOREIGN TOURS 5100 Auxiliary Services

Domestic or Foreign Tours

1. The PRINCIPAL, appropriate ASSISTANT SUPERINTENDENT and the SUPERINTENDENT must pre-approve all domestic or foreign tours.
2. There shall be a minimum ratio of 1 adult chaperone supervising every 10 students participating in a Domestic or Foreign tour. A minimum of one BOARD employee shall supervise every trip. It is preferred that all additional chaperones needed to maintain the 1 to 10 ratio be BOARD employees, but exceptions may be made for volunteers who have been undergone a through background check and been approved by the SUPERINTENDENT or his/her designee.
3. An application for the approval of (1) domestic or foreign tours and (2) organizing, promoting, advertising, arranging, and/or announcing the trip or tour shall include the following:
 - a. The name of each employee who will organize, promote, advertise, arrange and/or go on the trip or tour.
 - b. The financial arrangements: (1) the name of each employee who will receive through the MMSD a free or reduced airline ticket, a free or reduced hotel accommodation, or anything of value as a result of organizing, promoting, advertising, arranging and/or going on the trip or tour; (2) the cost per participant and what the cost covers; and (3) what, if any, school sponsored fund raising activities are contemplated.
 - c. The name of the travel agent and the address of the travel agency.

- d. A list, if any, of the free or reduced airline tickets, free or reduced hotel accommodations or anything else of value that will be given to the Madison School District.
 - e. The names of employees, other chaperones, as well as administrative personnel, if any, who will be furnished by the travel company to supervise the tour.
 - f. The criteria for determining which students are eligible to go on the tour.
 - g. A description of the instructional purpose of the tour, including a reason why that purpose cannot be met without taking the tour,
 - h. The names and emergency contact information for all students, employees and chaperones who will be participating in the tour. This may be provided after receipt of conditional approval to organize, advertise, promote and plan the tour, but must be provided prior to obtaining final approval for the tour.
 - i. (1) the name of the employee chaperone who has current CPR certification and (2) the name of the employee chaperone who has first aid training.
 - j. A complete itinerary for the tour including the place(s) that will be visited, and the departure and return dates, and the mode(s) of transportation that will be used.
 - k. A domestic or foreign tour shall not be scheduled during a time in which school is in session except as authorized by the SUPERINTENDENT or his/her designee.
4. No employee shall advertise, promote, organize, arrange or announce a domestic or foreign tour which has not been conditionally approved by the SUPERINTENDENT.
5. No employee shall sign any contract or agreement in relation to the tour purporting to bind the BOARD or the District to its terms unless specifically authorized to do so by the BOARD.
6. The SUPERINTENDENT or his/her designee may restrict domestic or foreign tour transportation to commercial, common and/or bonded carriers, with students under the immediate supervision of an employee of the BOARD. Transportation on domestic or foreign tours may not include employee or volunteer drivers transporting students as authorized under BOARD policies 3350 and 8350.

§ 118.12

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POLICY

LIABILITY INSURANCE 8350
Human Resources

Alternative Method of Providing Transportation for Pupils

1. Employees of the Madison Metropolitan School District may use a motor vehicle to transport nine (9) or less passengers in addition to the operator provided:
- a. The vehicle is insured by a policy providing property damage coverage with a limit of not less than \$50,000 and bodily injury liability coverage of not less than \$100,000 for each person, and subject to the limit for each person, a total of not less than \$300,000 for each accident.
 - 1) In the event the District requests a BOARD employee to use a BOARD employee-owned automobile for transportation of students, and the existing insurance is less than the amount required in paragraph 1., the Board of Education will pay the difference in premiums between liability coverage required under this policy and procedure and the coverage required under Wisconsin Statutes, s. 344.01(2)(am) or 121.53, whichever applies to the vehicle being utilized for alternative transportation. The BOARD may satisfy this requirement in the most cost effective manner, such as by obtaining temporary supplemental insurance from the automobile owner/lessee's individual insurance policy or from some other insurer.
 - b. Such motor vehicle shall be inspected annually for compliance with the requirements of s. 110.075, Ch 347, and the rules of the Department of Transportation. The owner or lessee of the vehicle is responsible for the annual inspection.

- c. The vehicle may not be used to transport more persons than can be seated on the permanently-mounted seats facing forward without interfering with the driver.
- d. That the operator:
 - 1) Possesses a valid Wisconsin Operator's license or a valid operator's license issued by another jurisdiction as defined in s. 340.01(41m) or a valid commercial driver license issued by Mexico;
 - 2) Is at least eighteen (18) years of age;
 - 3) Has a sufficient use of both hands and foot normally employed to operate the foot brake and foot accelerator. The school board may waive the requirement that the operator of a vehicle have sufficient use of both hands if the operator has sufficient use of one hand to safely operate the vehicle as substantiated by a special driving examination conducted by the Department of Transportation;
 - 4) Submits at least once every three (3) years to the school a medical opinion in such form as the school may prescribe that the operator is not afflicted with or suffering from any mental or physical disability or disease, such as to prevent the operator from exercising reasonable control over a motor vehicle. The examination report prescribed in s. 118.25(2) and (4) may be used to satisfy this requirement;
 - 5) Has not been convicted within a two-year period of (1) reckless driving under s. 346.62, operating a motor vehicle while his/her operating privileges are suspended or revoked under s. 343.44(1), (2), any offense enumerated under s. 343.31, two or more offenses under s. 346.63(7), (3) a local ordinance in conformity with sections 346.62, 343.44(1), 343.31, and 346.63(7) or (4) any law of another jurisdiction, with respect to s. 340.01(9r) and (41m), respectively, prohibiting reckless or careless driving, or a conviction, suspension or revocation that would be counted under s. 343.307(2)(a) to (g);
 - 6) Has not been convicted within a five-year period of violating s. 940.09(1) or s. 940.25.
- e. The District has had the opportunity to do the following before the individual is permitted to operate the vehicle and every four years thereafter, and has found the results satisfactory:
 - 1) Request from the records maintained by the Department of Justice a criminal history search of the individual. If the individual, who is subject of the criminal history search, has not resided in this State at anytime within the two years preceding the date of the search, the District shall make a good faith effort to obtain additional criminal history information from any state in which the individual has resided during this time period or from any other applicable federal or state agency.
 - 2) Request the individual's operating record from the Department of Transportation under s. 343.24 or, if the operating record has already been obtained by another entity, from that entity if there are reasonable grounds to believe that the operating record obtained from that entity is accurate and was furnished by the Department of Transportation to that entity not more than two months previously.
 - 3) Obtain a background information form, prescribed by the Department of Public Instruction that has been completed by the individual.

2. No individual shall be permitted to operate a vehicle under this policy if any of the following applies:

- a. The District knows or should know that the individual has a record of conviction or operating privilege revocation or adjudicated delinquency that would disqualify the person from issuance or renewal of a school bus endorsement under s. 343.12(7) and rules promulgated by the Department of Transportation under s. 343.12(7) and (8).
- b. The District knows or should know that the individual has been convicted of a violation of s. 121.555(4)(b).
- c. The District knows or should know that the individual is listed in the registry under s. 146.40(4g)(a)2.

3. An individual who operates a motor vehicle to transport District pupils shall report to the District in writing within 10 days of the occurrence of any of the following:
 - a. Any accident in which the individual was involved as the operator of a motor vehicle, regardless of whether the individual was issued a uniform traffic citation or charged with any offense or whether the individual was operating a motor vehicle to transport pupils.
 - b. Any conviction or operating privilege revocation that makes the individual ineligible to operate a motor vehicle to transport pupils or, if the individual holds a valid school bus endorsement issued under s. 343.12, that disqualifies the individual from issuance or renewal of a school bus endorsement under s. 343.12(7) and rules promulgated by the Department of Transportation under s. 343.12(7) and (8).
 - c. Any suspension or revocation of the individual's operating privilege, or cancellation of a school bus endorsement, by this State or another jurisdiction.
4. No individual who operates a motor vehicle to transport pupils or District materials may provide false or incomplete information with respect to any material fact on a background information form that he/she is required to file with the Department of Public Instruction.
5. If a parent or volunteer is compensated by the District to provide transportation for District pupils, and/or the vehicle driven is owned or leased by the District, the parent or volunteer must enter into a written contract for the provision of transportation, and must comply with all provisions in paragraphs 1 through 4 above.
6. If a parent or volunteer is not compensated by the District to provide transportation for District pupils, and the parent/volunteer provides transportation for District pupils other than his/her own child, as arranged by the District for purposes such as a field trip or excursion, he/she must comply with all provisions in paragraphs 1 through 4 above except 1.d.4).
7. When a District agent/employee desires to lease a vehicle specifically for the purpose of transporting students, the lease of the vehicle must be approved by the District, the vehicle must be leased in the name of the District, and the vehicle may not be used for personal purposes.

s. 121.555

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