

FIELD TRIPS

Principals are responsible for following all procedures for requesting approval of field trips. Principals are expected to consider the educational value of the trip, the availability of the learning opportunities and the distance, time and expense involved in the trip. Principals should insure that no student is denied participation on a field trip because of the expense of the trip.

Only properly insured modes of transportation are to be used for school trips. The Supervisor of Transportation will determine if school vehicles and drivers are available for the field trip. The School Division will cover the cost of transportation for individual students and/or team members competing in district, regional, and state competitions. Funding to offset transportation costs associated with competitions held too distant for school bus travel may be requested of the school board through the division superintendent. Such assistance may be limited however, and should not be assumed prior to making financial commitments.

For the purpose of budgeting field trip costs other than district, regional, and state competitions, a uniform rate of \$22/hour will be charged to King George County Schools or school-sponsored organizations regardless of the driver's hourly rate. This is for budgeting purposes only, drivers will continue to be compensated according to their hourly rate.

Driver Compensations/requirements areas follows:

Shuttle – Drivers will be paid a minimum of 2.5 hours at their regular hourly rate. Drivers are not required to remain on the location of the event; however, drivers will be accessible at all times. If drivers are requested by the sponsor to remain at the event, drivers will be compensated at their hourly rate.

In-County Field Trips/Day Field Trips – Drivers will be readily accessible at all times and will be paid their regular hourly rate during the entire trip.

Evening Field Trips – Drivers will be paid their regular hourly rate during the entire trip. During the layover period, drivers will be readily accessible at all times. Should there be a stop for food and/or drink, the stop needs to be made along the way and in a safe location, accessible to a school bus.

Overnight Field Trips – Drivers will receive their regular rate compensation from home port to the destination and from the destination back to home port. Once drivers are not on duty during an over-night trip, they will not be compensated. During the next day, drivers will receive compensation only when they are on duty providing transportation services to and from the site locations. Drivers will receive their regular rate compensation for all on duty hours. If drivers are required to remain on site, during the day, they will receive their regular rate compensation for up to 8 hours.

Unless approved, in advance, by the Supervisor of Transportation, drivers will not be housed with students, sponsors or chaperones.

Teachers, coaches, chaperones are responsible for student behavior at all times. Students are expected to adhere to the Standards of Student Conduct while on a field or athletic trip outside of the school building.

An appropriate number of chaperones must accompany students on field trips. Minimum chaperone/student ratios will be 1:10 for day trips at the high school and middle school levels and 1:5 for day trips at the elementary level. All overnight trips will have a minimum chaperone/student ratio of 1:5.

Chaperones are not permitted to bring preschool aged children with them on field trips.

The Superintendent or his/her designee shall approve trips.

Trips which require overnight accommodations must be approved in advance by the Superintendent. In the event a request for an overnight trip is not approved by the Superintendent, a request for second consideration may be made to the School Board by the school's principal. Such request must be made at least 30 days prior to the date of the trip.

The King George School Board does not endorse any privately sponsored trips that are not a part of the instructional program. School employees shall not promote any non-school sponsored trips wherein the employee will receive benefits or financial remuneration.

Adopted: October 9, 2002

Revised: March 23, 2005, January 24, 2007, May 13, 2013, August 24, 2015,
March 13, 2017

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