

**Brookings-Harbor
School District 17C**

Code: **IICA-AR(2)**
Adopted: 10/8/02
Revised/Readopted: 10/22/03
Orig. Code(s): None

Guidelines for Field Trips

1. All field trips must be **preapproved** by the appropriate building principal, in consultation with the transportation supervisor.
2. Only those field trips directly related to a class, a course curriculum, or the instructional program, are to be supported with district funds.
3. Trips that are directly related to the instructional program must **not** involve destinations that exceed **100 miles** (one way) from the district without administrative approval.
4. Trips that are related to the instructional program may **not** involve any **over-night stays** or out-of-state travel without Board approval.
5. Any proposed trip related to the instructional program that exceeds the **100-mile limit**, or that involves an **over-night stay MUST** make previous provisions to raise the additional funds necessary to cover the added costs. The necessary amount must be sent to the district office at least one week prior to the date of the trip. The added costs will include:
 - a. A charge of **\$1.50 per mile** for any distance traveled that exceeds 100 miles (one-way) from the district;
 - b. An additional charge to cover the extra salary, meals and lodging for the bus driver related to any over-night stay (as determined by the transportation supervisor);
 - c. NOTE: For use of the **"Type 20"** vehicle where the teacher or coach ALSO serves as the driver, the charge will only be **50 cents per mile** (over 100 miles).
6. Trips that are **recreational** and/or not directly related to the instructional program **MUST** make previous provisions to raise all of the funds necessary to cover the costs associated with the trip. This amount will be determined in consultation with the transportation supervisor, and must be sent to the district office at least one week prior to the date of the trip. Note also:
 - a. The limit on distance for any recreational trip will be 50 miles from the district;
 - b. No over-night stays will be allowed for any recreational trip.
7. Building principals are to complete a standard field trip "Transportation Request" form and forward the form to the transportation supervisor.
8. Transportation supervisor will complete a "Transportation Billing for Excess Costs" form in consultation with the business manager and district office.