

**Field Trips and Special Events Community Resource Persons\*\***

The district recognizes the value of special activities in the total curriculum and agrees that students profit from carefully planned learning experiences.

All field trips and other student activities involving travel within Douglas County will be authorized by the building administrator when such trips and/or activities contribute substantially to the achievement of desirable educational goals. In planning and authorizing such trips, primary consideration will be given the educational values to be derived and the safety and welfare of the students involved.

All out of county travel up to 250 miles one way must have prior approval of the superintendent. All travel over 250 miles one way must have prior Board approval.

Prior to giving approval or recommending approval of a field trip, or on-site special event, building administrators are responsible for assuring that adequate supervision is arranged, and the trip or event has a legitimate educational purpose.

Transportation of students to and from approved activities shall be restricted to district-owned or contracted school buses in so far as possible. Requests for such transportation must be submitted far enough in advance to permit rescheduling of bus runs if necessary. At least one licensed employee in addition to the licensed driver must ride each bus. Parents must be informed of the destination, time of departure and, as nearly as possible, the expected time of return.

When the number of students to be transported is sufficiently small to make bus transportation uneconomical, transportation by private automobile may be approved by the building administrator within the following limitations:

1. The parent or other adult driving the automobile is properly licensed to drive and has the automobile liability insurance required in the state of Oregon and verification has been made that the adequate number of seat belts is available;
2. A permission slip signed by each student's parents has been received by the principal or his/her designee granting permission for the student to participate in the field trip and to ride in a privately-owned automobile;
3. An adequate number of seat restraints are available and the adult driver requires their use.

END OF POLICY

**Legal Reference(s):**

[ORS 332.107](#)

[ORS 336.183](#)

[ORS 339.155](#)

[OAR 581-022-1020](#)

**Cross Reference:**

EEAE - Student Transportation in Private Vehicles