

AKRON PUBLIC SCHOOLS

Business Affairs



PROCEDURES FOR EDUCATIONAL AND CO-CURRICULAR FIELD TRIPS



**IN ACCORDANCE WITH BOARD POLICIES
2340, 8640, 8660**

Revised 5i [i gh, 201(

David W. James, Superintendent

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AKRON PUBLIC SCHOOLS
EDUCATIONAL AND CO-CURRICULAR TRIP "INSURANCE" NOTIFICATION



The Board does not recommend that students be permitted to drive for educational and co-curricular trips and does not permit them to drive other students. Student drivers are not covered under Akron Public Schools' insurance.

Should students drive to school-scheduled, approved events such as sports practice, co-curricular functions, etc., you must provide them and their parents with a Form 2432 F2 indicating we have no insurance and the risk assumed by the parent should they allow their student to drive. Refer to Board Policy 8640 and Forms 5515 F2 and 2432 F2 at the back of the handbook (Pages 29 – 32).

Volunteers driving students for an approved educational field trip **must** be informed that their automobile insurance will be primary liability (third party) coverage, should there be an accident. They also need to complete a Parent/Volunteer Driver Form (Page 23).

Staff driving their own vehicles for an approved educational/co-curricular field trip and/or school-sponsored event are covered with the Board's insurance as primary coverage and the employee's insurance as secondary.

The Board's general liability includes coverage for employees, student teachers, adult and student volunteers serving in a role in a school-scheduled, approved educational/co-curricular field trips and/or event. Please refer to "Akron Board of Education Employees Using Personal Vehicles On Official Business" memo (Page 4) and Board Policy 8660 (Page 33).



Intradistrict Memorandum

TO: Akron Board of Education Employees

FROM: Debra J. Foulk, Executive Director, Business Affairs

DATE: August 1, 2013

RE: Akron Board of Education Employees Using Personal Vehicles on Official Business

Akron Board of Education employees using their personal vehicles on official school business are provided primary **liability** (third party) coverage under our Governmental Underwriters of America, Inc. (GUA, Inc.) fleet insurance.

This primary insurance coverage is provided for Akron Board of Education employees using their personal vehicles under the "scope of employment." Employees are defined as individuals included in the Akron Board of Education payroll system who have taxes and retirement withheld. "Scope of employment" is interpreted as those activities **necessary** and **usual** in order to carry out daily job responsibilities.

Examples of employees' use of personal vehicles on official school business: teachers, psychologists, Maintenance Services and Buildings & Grounds employees, supervisors and coordinators assigned or working at more than one location; employees taking students home if they miss their normal means of transportation; and teachers who supervise students working at job sites through an approved educational program.

The Board's insurance becomes primary coverage and the employees' insurance is secondary coverage for automobile liability claims that may result from the employees' use of their personal vehicles on school business.

- **The Board's policy would respond to third party property damage or bodily injury resulting from the accident.** This coverage pertains to the **liability** portion of the accident.
- There is **NO COVERAGE** for physical damage to the employee's personal vehicle. This damage would have to be covered by the employee's personal insurance policy.

If liable, an accident claim must be filed under the Governmental Underwriters of America, Inc. fleet insurance policy. The process for filing is as follows:

- The employee obtains a copy of the police report made at the scene of the accident.
- An Akron Board of Education Vehicle Accident Report Form is to be obtained by the employee from the office of the principal or department head.
- The employee must complete the Vehicle Accident Report Form and forward it with the police report attached to Transportation Services within 12 hours of the accident.

Governmental Underwriters of American, Inc. will be notified of the accident by the Coordinator, Transportation Services and a claims adjuster will contact the employee.

DJF:rlb

GENERAL GUIDELINES

EDUCATIONAL/CO-CURRICULAR FIELD TRIPS



Definition

Educational and co-curricular trips are activities which take students from school property for educational/co-curricular purposes which is under the supervision of a professional staff member.

Educational field trips are to be an integral part of a course of study and approved by the administration.

All trips are to relate to approved school sponsored programs.

Athletic sports trips are Board approved and charged to athletic accounts.

Trips arranged and paid for directly by Booster groups, outside clubs, youth groups or paid individually by students do not involve district financial support and are still considered a school-sponsored trip.

All trips are to be scheduled using the established school calendar to avoid scheduling on days where district-wide testing, festivals, award ceremonies, etc. are already listed.

Liability

The Akron Public Schools have a duty to exercise reasonable care to assure the safety of students. Safety is the responsibility of all school employees, both the professional staff and non-certificated personnel by reason of their employment. The object here is to exercise prudent judgment so as to prevent needless injury or property damage.

Safety Concerns

Safety is of major importance when planning educational and/or co-curricular field trips.

In planning trips, all school personnel must be conscious of the need to exercise prudent judgment to avoid needless injury or property damage. Therefore, specific procedures for safe transportation and adequate supervision must be incorporated into the plan. Such safeguards should include, but not be limited to, the following:

- Follow established procedures without deviating in any detail.
- ***The Board does not recommend students be permitted to drive for educational/co-curricular field trips. Should students drive to school-scheduled, approved events such as sports practice, co-curricular functions, etc., they must be provided a letter to sign and return notifying them and their parents that the Board's insurance does not cover them and complete forms 5515F2 and 2432F2.***
- **Submit parent driver names to your principal for approval.**

- Arrange a pre-trip meeting with parent drivers or provide contractual drivers with written instructions regarding student behavior.
- Maintain adequate adult-pupil ratio; a ratio of 1 adult to 10 pupils; for trips exceeding 4 hours and all out-of-state trips, a ratio of 1 adult to 5 pupils is to be maintained. Special Education adult-pupil ratio of 1 adult to 5 pupils is to be maintained.
- Overnight trips must have at least one (1) adult chaperone for each sex (male/female) of five (5) students on the trip.
- Chaperones/adult supervision must be in place for all students at all times.
- Must have at least one (1) chaperone on every bus.
- Be certain pupils are aware of rules and regulations.
- Keep pupils in supervised groups.
- Follow Akron Public Schools Code of Student Behavior.
- When pupils are transported by bus, use a school board-owned/operated bus or an approved contractor.
- Parent drivers must produce evidence of a current valid driver's license and automobile insurance--personal with liability of no less than \$300,000 and property liability of \$500,000; (a copy of the volunteer driver form must be kept on file in the school office); condition of vehicle flashers, seat belts, car seats (if applicable) should be checked.
- If weather or other conditions make a planned trip hazardous, it should be canceled and parents notified.
- If a trip is in progress and hazardous conditions develop, the trip should be discontinued, shelter should be taken until the hazardous conditions pass, the pupils should be returned to the building, and parents notified.
- Take along parent phone numbers and leave a copy with your principal.
- Emergency medical cards should be taken on all trips outside Summit County.
- Stay within the arranged time frame and approved destination for the trip; keep a contact person informed in case of any delay. Notify parents of any delay when the field trip does not conform to standard school hours.



Supervision

The building principal is responsible for final approval of all supervisory personnel for field trips. Names of all chaperones must be submitted to the principal for approval.

- Chaperones/adult supervision must be in place for all students at all times.
- Must have at least one (1) chaperone on every bus.

If a group is divided into sub-groups for multi-activities or transportation, the teacher/coach must orient each adult. Specific guidelines for the trip and/or for each sub-group's activity must be given all supervisory personnel. The teacher/coach is still in charge and has primary responsibility. **On bus trips, supervisory personnel are to be seated among the students.**



Emergencies

In case of an accident, contact the building principal. The building principal will contact the Executive Director, Business Affairs, etc. The Transportation Office will notify the principal immediately upon any vehicle accident occurrence. **The building principal or their representative is responsible to notify parents when an accident occurs either at the field trip site or on any form of transportation.**



Compensation of School District Officials or Employees By Private Travel Vendors

The Auditor of State's Office is taking the position that any compensation paid by a private travel vendor to a school district official or employee after the official or employee has participated in selecting the vendor to provide a field trip is "public money" and must be remitted to the school district.

Ohio Revised Code 117.01(C) as "any money received, collected by, or due a public official under color of office,...." Since school district board members, superintendents, administrators, principals and teachers are all "public officials" under this legal definition, such monies received must be returned to the district.

All types of compensation--cash, checks, stocks or other securities, gifts such as televisions, microwave ovens, computers, discount certificates and the like must be returned to the district. Similarly, travel vouchers, tickets and passes are all "public money," if paid by vendors personally to the staff member or official who was involved in the vendor selection process.

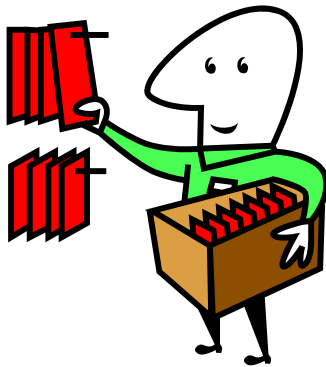
The Auditor does make an exception for free travel and lodging for required staff field trip travel. In a March 20, 2000 correspondence to Columbus City Schools, the Auditor's legal staff clarifies that the common practice of providing one or more free trips to adult chaperones and/or teachers who are required to accompany students on a field trip is fully permissible. The letter recognizes that in this situation, "the teachers and/or chaperones accompanying students on a school related trip are in essence on a business trip;....free trips given for teachers and/or chaperones to accompany students on these school-related trips can be viewed as a cost savings to the school district since we are assuming the district would normally be responsible for paying the cost for the teachers and/or chaperones." The distinction here is that the staff member does not get a personal benefit of cash or a gift from the vendor, in return for selecting them for the travel.

EDUCATIONAL FIELD TRIPS

Educational field trips must receive **prior** approval of the principal and Executive Directors of Elementary or Secondary Curriculum & Instruction and/or Special Education. Special Education classes file through the Special Education Office. All other classes file through Curriculum & Instruction Executive Directors of elementary or secondary education.

Each trip must have approved chaperones.

- Familiarize yourself with Board Policy regarding educational trips.
- Secure an **Educational Field Trip Checklist**.
- Complete all the following forms:
 - a) At least 3 weeks prior to all field trips, send **completed Educational Field Trip Checklist and Permission to Take Field Trip** forms to Executive Directors of Elementary and Secondary Curriculum & Instruction or Special Education. Field trip forms must be the new three-part form from the Warehouse #76-06-0016.
 - b) At least 3 weeks prior to all field trips, submit **Educational Field Trip Request** form for Transportation Services to Curriculum & Instruction if school bus transportation is required. If using charter transportation, make arrangements with an approved charter service.
 - c) Provide parents/guardians with written notification and secure **Parental Consent, Parent/Volunteer Driver and Permission/Responsibility Release** for out-of-state trips and file completed forms with school principal.
 - d) File completed **Field Trip Evaluation Form** with school principal.
 - e) Field trips requiring overnight accommodations must be reviewed and approved by the Superintendent prior to final trip authorization.



Collection Records

When students contribute money to offset the cost of a field trip, clear and concise records must be kept of the money received. The collection record must be clearly labeled to indicate the purpose of the collections. Each student's name, the date paid and the amount paid must be documented. An attendance card is NOT recommended for documenting these collections due to all students may not attend and finding space to write down the date and amount paid can be difficult. A **Field Trip Collection Record Form** has been provided for your use.

Monies collected must be turned over to the school treasurer daily to be deposited. A receipt must be obtained from the school treasurer and retained with the other field trip records. The total of the collection record must reconcile with the total of the receipts.

All collection records are required to be retained for 4 full years. Do **NOT** discard field trip records at the end of the trip. Prepare a folder, with a proper label on the tab., to hold all field trip paperwork including permission slips, transportation and destination information, the **Field Trip Checklist**, the collection records and copies of the letters sent out to the parents.



HOW TO FIGURE OUT THE COST OF A FIELD TRIP

Reimbursable field trips (those not charged to Athletics or the General Fund) now require a Purchase Order to be placed on the Educational Field Trip form in the blank that says Short Code.

The cost of a reimbursable field trip is figured using \$39.00 an hour and \$1.00 a mile. Costs are figured from bus garage to bus garage.

To figure mileage:

- Find the district between the bus garage and the school and multiply by 2. This can be found on Delta; see below for instructions.
- Find the distance between the school and the destination, using Map Quest, and multiply by 2.
- Total the miles and multiply by \$1.00.

To figure hours:

- Add up the total hours of your trip. Say pickup is at 9:30 and you have asked the bus to return for you at 1:30; that would be 4 hours.
- Add the amount of time it takes to get from the destination back to the school.
- Add ½ hour at each end of the trip for the time from the bus garage to your school.
- Total the hours and multiply by \$39.00.
- Total the hourly amount and mileage amount for purchase order total. If more than one bus is going, multiply the total by the number of buses.

This will give you an estimate of how much the trip will cost. It is probably better to overestimate than to underestimate. Have the school secretary request a purchase order for this amount and give you the number for your form. When the actual amount is sent to the Treasurer's Office, the purchase order will be billed.

How to find a distance from the bus garage to a school or from one school to another:

- On the Delta main menu, choose AC (APS Custom Processing).
- Next screen: choose AM (Mileage Reimbursement).
- Next screen: choose D12 (Mileage Distance Table).
- Next screen: choose "search for existing mileage...".
- Next screen: if you know your school number, put it in; otherwise, hit ESC-H and a list will appear. The bus garage is 097. (Use same procedure for To Location and From Location).
- Hit F4 to search. Mileage will appear at upper right corner of screen.



ORTHO BUS USE & CAPACITY FOR FIELD TRIPS

The use of ortho buses for field trips is increasing. Our fleet of ortho buses totals 12. This is all we have to accommodate the entire district. Below you will find the Transportation Services Department policy regarding the use of these buses and what our limitations are.

Please share with your staff and emphasize that extra communication is needed when it comes to the special needs of our students when using ortho buses for field trips. If you have an entire class going on a field trip and have students needing an ortho bus, the ortho bus is an additional request. Any child's specific needs must be communicated to us so we can arrive at your school prepared. Two important examples are if the wheelchair is oversized or if the child is under 4 years old or under 40 pounds (regardless of age) a car seat is needed. Our intention is **NOT** to prevent anyone from riding the bus, however, the bus will not move until safety requirements are met.

Communication can be accomplished by including the information on the bus request. Additional requirements, questions or concerns can be communicated with a phone call to the Transportation Office, 330-761-1390 between 6:00 a.m. and 5:00 p.m., Monday thru Friday. We welcome your calls and communication to help us better serve our students.

Capacity

Listed below are our orthopedic buses with their wheelchair and seated passenger capacity. Everyone on the bus must have a seat, including the teacher, by state law. When there are 3 to a seat, this is for elementary students only. Most seats will only hold 2 adults.

Bus 413	7 WC and	8 seats/24 seated passengers (8 @ 3)
Bus 414	7 WC and	8 seats/24 seated passengers (8 @ 3)
Bus 415	7 WC and	7 seats/21 seated passengers (7 @ 3)
Bus 416	7 WC and	4 seats/12 seated passengers (4 @ 3)
Bus 417	7 WC and	4 seats/12 seated passengers (4 @ 3)
Bus 418	7 WC and	4 seats/12 seated passengers (4 @ 3)
Bus 419	7 WC and	4 seats/10 seated passengers (2 @ 2, 2 @ 3)
Bus 422	5 WC and	4 seats/8 seated passengers
Bus 423	5 WC and	4 seats/8 seated passengers
Bus 424	5 WC and	5 seats/10 seated passengers
Bus 520	5 WC and	6 seats/18 seated passengers
Bus 521	5 WC and	6 seats/18 seated passengers

Bus Use for Field Trips

Every ortho bus takes students to and from school each morning and afternoon. An ortho bus cannot be guaranteed to be available for a field trip before 9:00 a.m. They will arrive as soon as possible. This office will assign buses on the number of wheelchairs and seated passengers you put on your bus request. Additional teaching staff may have to take their own car to the field trip site if there is not a seat on the bus. There should be a minimum of one teacher on the bus with students as bus monitors do not go on field trips. Priority of bus assignment will be given to the earliest phone reservation made as soon as you know your trip date and passenger needs.

For field trips where ortho students accompany a regular class, ortho buses must be scheduled in addition to regular buses at the same time you reserve a bus and submit your bus request.

Rules

- Everyone is seated.
- All wheelchairs are to be strapped down by the driver.
- If a student has an extra-large wheelchair, it must be noted on the bus request because that reduces the wheelchair capacity of the bus.
- Students cannot and will not be transported in a stroller. They must be in a wheelchair or in a passenger seat.
- If a child needs a car seat, it must be noted ahead of time on the bus request. This also reduces the seated passenger capacity of the bus. The state law for car seats is under 4 years old or under 40 pounds.
- A minimum of one teacher or assistant will accompany the students on the bus for the trip.
- If a student is on oxygen, regardless of bus type, this office must know on the bus request.

EDUCATIONAL/ATHLETIC TRANSPORTATION

All field trips must receive prior approval of the principal and Curriculum & Instruction.

Schools/departments are responsible for arranging transportation accommodations through Akron Public Schools Transportation Services, an approved independent van driver, or an approved charter transporter per the following information. Schools/departments are also responsible for cancellation of trips—Please note timelines and charges for cancellations

ATHLETIC TRANSPORTATION

Athletic Directors are responsible for arranging transportation accommodations through Akron Public Schools Transportation Services, an approved independent van driver, or an approved charter transporter per the following information. Athletic Directors/coaches must submit written request to Transportation noting: date, destination, departure/return times and pick-up location. Schools/departments are also responsible for cancellation of trips—Please note timelines and charges for cancellations.

Please Note: Vans for more than nine (9) or more passengers may not be used for school-sponsored activities by state law. Rental vans must have the approved insurance coverage and conform to state law van size requirements. All vans/cars must have a “school transportation” sign on the roof, magnetic sign on the side that says, “Akron Public Schools”. Required safety equipment: Fire extinguisher, first aid kit, clean-up kit, emergency reflectors and fuses. [OAC 3301-83-19-(F)(1)]

Akron Public Schools Yellow Bus Transportation Scheduling Information

Please read BEFORE submitting paperwork.

- School buses may transport only Akron Public School students and approved adult chaperones. Other children and adults may **NOT** ride on an Akron Public School bus.
- Buses are seventy-two (72) passengers at three to a seat, forty-eight (48) at two to a seat.
- School buses may be used for trips of up to 50 miles outside of the Akron City limits.
- Bus drivers will conduct a brief safety instruction to all passengers prior to original departure.
- School buses may be scheduled for field trips Monday through Friday between the hours of 9:00 a.m. and 1:30 p.m., and after 4:00 p.m., all day Saturdays, from September through the middle of May.
- **Call to reserve a bus as soon as you have a firm date for your trip and BEFORE submitting the “Educational Field Trip Request Form”** (Transportation Services (330-761-1391). **NO e-mail requests will be taken. Form 76-06-0016, dated 07/02 is the only form that will be accepted for bus requests.**
- Complete all areas of the request form:
 - a. Date of field trip
 - b. Time of departure and return
 - c. Destination and directions
 - d. Number of students, volunteers, staff .
 - e. (Buses hold 72 Elementary and 48 Secondary students.)
 - f. Billing information – short code
- Completed request forms must be in the office of Transportation Services “**a minimum**” of (2) weeks prior to the date of the trip. Submit the form to Curriculum & Instruction “**at least**” **three (3) weeks prior to the date of your trip** (or sooner) so it may be processed and sent to Transportation by the **required** two (2) weeks prior to the date of the field trip. A 24-hour cancellation is requested.
If we cannot reach driver due to short cancellation time, you are charged for a minimum trip. Prior approval must be received for overnight trips from the Superintendent before final authorization is granted.

LATE REQUESTS WILL NO LONGER BE APPROVED.



Contract Van Operators

Each school receives a list of van operators who are qualified to drive for co-curricular trips. (Transportation Services maintains an active listing of approved contracted van operators.)

The "Cluster Coordinators" listed below are to be contacted for scheduling co-curricular van transportation for the 2009-2010 school term. Schools desiring transportation are to call their coordinators with a list of the trips. The cluster van coordinator will assign the trips to drivers.

Cluster	"Cluster Coordinator"	Phone
Buchtel	Sonya Yost	330-714-5788
East	Burnetta Durham	330-573-5809
Ellet	Trish Peters	330-858-2331
Firestone	Sue Guenther	330-697-9318
Garfield	Pam Wolford	330-607-0946
Kenmore	Cheryl Hinkle	330-730-6928
North	Debbie Moreck	330-807-6099

Should you be unable to make contact with your "cluster coordinator," please call Beverly Sanders (330)634-6590, van drivers' spokesperson, who will in turn have the coordinator return your call.

General Rules & Guidelines (See Note – Page 17)**

- Prior price agreement for any trip not specifically defined in this price list will be coordinated with the Head Spokesperson who will confer with the APS Transportation Coordinator.
- The price on some trips may vary due to time involved. A rate will be agreed upon between the Head Spokesperson and APS Transportation Coordinator, who will determine charge in conjunction with the Athletic Program Manager. Pricing will be set prior to the trip. Due to special circumstances, a rate change will be discussed.
- Extra stops (i.e. for eating) should be scheduled in advance and will be billed an extra \$10.00 per stop.
- Show Up Fee will be \$25.00.
- One way trips will be charged at ½ the rate plus \$8.00 for trips costing less than \$65.00
 - All one way trips must be declared at the time of the initial drop off.
 - If a driver is notified after the initial drop off not to return, the trip will be billed at the full rate.
- If a driver does half of the trip and another driver does the other half, they will each charge for HALF of the trip.
- All trip times begin from the time the van is scheduled to arrive.
- Any trip that leaves 30 minutes after the scheduled van arrival time will be billed an extra \$5.00.
- It is the responsibility of the coach to provide driving directions to the van driver from the pick-up site to the event location.
- Round trip includes pickup at school, delivery to destination, pickup at destination and return to school.
- One-way trip pickup at school and delivery to destination.
- Capacity limited to seven (7) passengers per vehicle—please specify if you need car/booster seats.
- Twenty-four (24) hours-notice must be provided for cancellation (except for inclement weather).
- Van drivers will call the school on the day of the event to see if the event has been cancelled due to inclement weather. The inquiries will be made after 2:00 p.m. in order to allow time for last minute cancellations. If the event is cancelled after the driver has obtained confirmation, the driver will be paid for a one-way trip.
- Coaches are to provide drivers with directions to schools outside the Akron city limits.
- It is the coach's responsibility to let drivers know how many students will be returning in the van after the event.
- Van drivers are not responsible for storing personal belongings of students.
- Van drivers do not provide students with rides home or money for phone calls.
- Transportation is provided only for team members and coaches. Van drivers shall not transport brothers, sisters, children, other relatives or friends of team members or coaches. If funds for these trips come from the General Fund, personal use is not permitted.
- Authorization must be received in advance from the Athletic Director and/or Principal.

SCHOOLS & COLLEGES

School	Address	Mileage (Round Trip)	Rate
ALL IN-CITY TRIPS			\$50
Admiral King HS (Lorain)	2600 Ashland Ave., Lorain, OH 44052	116.8	\$110
Alliance HS	400 Glamorgan St., Alliance, OH 44601	70.8	\$87
Amhearst Steele HS	450 Washington St., Amhearst, OH 44001	115.2	\$110
Ashland HS	1440 King Rd., Ashland, OH 44805	107.6	\$114
Aurora HS	109 W. Pioneer Trail, Aurora, OH 44202	47.4	\$80
Austintown Fitch HS	4560 Falcon Dr., Austintown, OH 44515	91.0	\$100
Barberton HS	555 Barber Rd., Barberton, OH 44203	22.0	\$50
Beaver Local HS (Lisbon)	13187 State Rte. 7, Lisbon, OH 44432	155.8	\$147
Brecksville-Broadview Heights HS	6380 Mill Rd., Broadview Heights, OH 44147	57.2	\$74
Bedford HS	481 Northfield Rd., Bedford, OH 44146	52.4	\$85
Berea HS	165 East Bagley Rd., Berea, OH 44017	74.2	\$90
Boardman HS	7777 Glenwood Ave., Youngstown, OH 44512	107.4	\$113
Brunswick HS	3581 Center Rd., Brunswick, OH 44212	57.2	\$76
Brush HS (Lyndhurst)	4875 Glenlyn Rd., Lyndhurst, OH 44124	68.6	\$90
Canfield HS	100 Cardinal Dr., Canfield, OH 44406	89.6	\$101
Canton Central Catholic HS	4824 Tuscarawas St. W, Canton, OH 44708	47.4	\$75
Canton East HS	310 Browning Ct., East Canton, OH 44730	58.8	\$80
Canton McKinley HS	2323 17 th St. NW, Canton, OH 44708	41.0	\$70
Canton South HS	600 Faircrest St. SE, Canton, OH 44708	52.0	\$80
Canton Timkin HS	521 Tuscarawas St. SW, Canton, OH 44702	45.2	\$75
Cardinal Mooney HS	2545 Erie St., Youngstown, OH 44507	100.0	\$106
Carrollton HS	252 3 rd St. NW, Carrollton, OH 44615	97.6	\$109
Case Western University	10900 Euclid Ave., Cleveland, OH 44106	86.0	\$98
Chippewa HS (Doylestown)	100 Valley View Rd., Doylestown, OH 44230	39.0	\$62
Clearview HS (Lorain)	4700 Broadway, Lorain, OH 44052	108.2	\$115
Cleveland Heights HS	13263 Cedar Rd., Cleveland Heights, OH 44118	72.2	\$86
Cleveland State University	2121 Euclid Ave., Cleveland, OH 44115	79.0	\$92
Cloverleaf HS	8525 Friendsville Rd., Lodi, OH 44254	58.4	\$75
Copley HS	3807 Ridgewood Rd., Copley, OH 44321	23.6	\$50
Coventry HS	3089 Manchester Rd., Akron, OH 44319	14.4	\$50
Crestview HS (Ashland)	1575 State Route 96, Ashland, OH 44805	107.2	\$113
Crestwood HS (Mantua)	10919 Main St., Mantua, OH 44255	62.2	\$80
Cuyahoga Falls HS	2300 4 th St., Cuyahoga Falls, OH 44221	10.8	\$50
Cuyahoga Valley Christian Academy HS (Stow)	4687 Wyoga Lake Rd., Stow, OH 44224	21.0	\$55
Dover HS	520 Walnut St., Dover, OH 44622	89.2	\$100
East Palestine HS	360 W. Grant St., East Palestine, OH 44413	131.8	\$133
Euclid HS	711 E 222 nd St., Euclid, OH 44123	88.8	\$100
Fairless HS	11885 Navarre Rd. SW, Navarre, OH 44662	73.2	\$88
Field HS	2900 State Route 43, Mogadore, OH 44260	27.2	\$55
Glen Oak HS (North Canton)	1801 Schneider St. NE, Canton, OH 44721	43.2	\$70
Green HS	1474 Boettler Rd., Uniontown, OH 44685	19.4	\$50
Harvey HS (Painsville)	167 Washington St., Painsville, OH 44077	111.0	\$110
Hathway Brown HS (Shaker Hgts.)	19600 N. Park Blvd., Cleveland, OH 44122	65.4	\$85
Highland HS (Medina)	3880 Ridge Rd., Medina, OH 44256	39.4	\$62
Hiland HS (Berlin)	4400 St. Rt. 39, Berlin, OH 44610	107.8	\$116
Hoover HS (North Canton)	525 7 th St. NE, North Canton, OH 44720	35.4	\$60
Hudson HS	2500 Hudson Aurora Rd., Hudson, OH 44236	33.0	\$60
Independence HS	6001 Archwood Rd., Independence, OH 44131	62.2	\$85
Jackson HS	7600 Fulton Dr. NW, Massillon, OH 44646	33.6	\$65

James A. Garfield HS (Garrettsville)	10233 OH-88, Garrettsville, OH 44231	64.2	\$85
Kensington	Kensington, OH 44427	97.6	\$109
Kenston HS (Chagrin Falls)	9500 Bainbridge Rd., Chagrin Falls, OH 44023	75.6	\$90
Kent Roosevelt HS	1400 N. Mantua St., Kent, OH 44240	31.0	\$65
Kent State University	Campus Center Dr., Kent, OH 44685	28.2	\$60
Lake HS	1025 Lake Center St., Uniontown, OH 44685	32.6	\$58
Lakewood HS	14100 Franklin Blvd., Lakewood, OH 44107	90.2	\$100
Louisville HS	418 E. Main St., Louisville, OH 44641	57.4	\$80
Malone College	515 25 th St. NW, Canton, OH 44709	43.0	\$70
Manchester HS	Nimisila Rd.	25.8	\$55
Mansfield HS	124 N. Linden Rd., Mansfield, OH 44906	133.6	\$132
Maple Heights HS	5500 Clement Ave., Maple Heights, OH 44137	58.8	\$76
Marlington HS	10450 Moulin Ave. NE, Alliance, OH 44601	57.8	\$78
Mayfield HS	6116 Wilson Mills Rd., Cleveland, OH 44143	71.0	\$90
McKinley HS (Niles)	616 Dragon Dr., Niles, OH 44446	92.4	\$102
Medina HS	777 E. Union St., Medina, OH 44256	47.6	\$70
Mentor HS	6477 Center St., Mentor, OH 44060	97.8	\$108
Minerva HS	501 Almeda Ave., Minerva, OH 44657	81.8	\$96
Mogadore HS	130 S. Cleveland Ave., Mogadore, OH 44260	16.2	\$50
Nordonia HS (Macedonia)	8006 S. Bedford Rd., Macedonia, OH 44056	34.6	\$65
North Olmsted HS	27351 Butternut Ridge Rd., North Olmsted, OH 44070	96.0	\$104
North Royalton HS	14713 Ridge Rd., North Royalton, OH 44133	61.2	\$79
Northwest HS (Canal Fulton)	8580 Erie Ave. NW, Canal Fulton, OH 44614	43.6	\$65
Northwestern HS (West Salem)	7473 N. Elyria Rd., West Salem, OH 44287	80.4	\$92
Norton HS	4108 S. Cleveland Massillon Rd., Norton, OH 44203	24.4	\$55
Norwayne HS (Creston)	350 S. Main St., Creston, OH 44217	58.4	\$76
Ohio State University (Columbus)	154 W. 12 th Ave., Columbus, OH 43210	250.0	\$250
Ontario HS (Mansfield)	467 Shelby Ontario Rd., Mansfield, OH 44906	142.0	\$139
Orange HS (Pepper Pike)	32000 Chagrin Blvd., Pepper Pike, OH 44124	61.0	\$80
Orrville HS	841 N. Ella St., Orville, OH 44667	58.0	\$80
Our Lady of Elms Sports Complex	Crown Point Ira Rd., Akron, OH 44333	23.2	\$60
Perry HS (Massillon)	3737 13 th St. SW, Massillon, OH 44646	50.6	\$71
Poland Seminary HS	3199 Dobbins Rd., Poland, OH 44514	114.6	\$118
Pymatuning Valley HS (Andover)	5571 Rt. 6 W, Andover, OH 44003-1180	171.6	\$170
Ravenna HS	345 E. Main St., Ravenna, OH 44266	40.6	\$70
Regina HS (South Euclid)	1857 S. Green Rd., South Euclid, OH 44121	68.6	\$85
Revere HS (Richfield)	3420 Everett Rd., Richfield, OH 44286	24.0	\$60
Rootstown HS	4140 State Route 44, Rootstown, OH 44272	33.8	\$60
Shaker Heights HS	15911 Aldersyde Dr., Shaker Heights, OH 44120	62.8	\$82
Smithville HS	480 E. Main St., Smithville, OH 44677	59.8	\$76
Solon HS	33600 Inwood Rd., Solon, OH 44139	48.8	\$80
Southeast HS (Ravenna)	8423 Tallmadge Rd., Ravenna, OH 44266	49.8	\$70
Southview HS (Lorain)	2270 E. 42 nd St., Lorain, OH 44055	104.8	\$111
St. Ignatius HS	1911 W. 30 th St., Cleveland, OH 44113	81.6	\$93
St. Thomas Aquinas HS	2121 Reno Dr., Louisville, OH 44641	53.6	\$73
Stark State College	6200 Frank Ave. NW, North Canton, OH 44720	33.0	\$65
Stow-Monroe Falls HS	3227 Graham Rd., Stow, OH 44224	21.4	\$55
Streetsboro HS	1900 Annalane Dr., Streetsboro, OH 44241	48.6	\$70
Strongsville HS	20025 Lunn Rd., Strongsville, OH 44136	74.4	\$89
Tallmadge HS	484 East Ave., Tallmadge, OH 44278	12.8	\$50
Twinsburg HS	10084 Ravenna Rd., Twinsburg, OH 44087	40.6	\$70
United HS (Hanoverton)	8143 State Route 9, Hanoverton, OH 44423	99.2	\$110
University HS (Hunting Valley)	2785 Som Center Rd., Hunting Valley, OH 44022	65.8	\$95
University MS (Shaker Heights)	20701 Brantley Rd., Shaker Heights, OH 44122	64.2	\$95
University of Toledo	2801 W. Bancroft, Toledo, OH 43606	280.0	\$280
Wadsworth HS	625 Broad St., Wadsworth, OH 44281	32.6	\$60
Walsh Jesuit HS (Cuyahoga Falls)	4550 Wyoga Lake, Rd., Cuyahoga Falls, OH 44224	20.4	\$55
Warren G. Harding HS	860 Elm Rd. NE, Warren, OH 44483	101.8	\$111
Washington HS (Massillon)	1 Paul E. Brown Dr. SE, Massillon, OH 44646	43.6	\$70

Waterloo HS	1464 Industry Rd., Atwater, OH 44201	41.8	\$66
Western Reserve Acad. (Hudson)	115 College St., Hudson, OH 44236	30.0	\$60
Westlake HS	27830 Hilliard Blvd., Westlake, OH 44145	104.6	\$111
Willoughby South HS	5000 Shankland Rd., Willoughby, OH 44094	83.8	\$100
Woodridge HS (Peninsula)	4411 Quick Rd., Peninsula, OH 44264	21.6	\$55
Wooster HS	515 Oldman Rd., Wooster, OH 44691	86.8	\$98
Youngstown State	1 University Plz, Youngstown, OH 44555	98.6	\$105

PARKS

Parks	Address	Mileage (Round Trip)	Rate
Bob Cene Park	56 State St., Struthers, OH 44471	106.4	\$112
Boettler Park	5300 Massillon Rd., Green, OH 44720	24.4	\$50
Cascade Valley (North – Schumacher Valley Area)	1690 Cuyahoga St., Akron, OH 44313	8.8	\$50
Clinton Trailhead (Towpath)	2749 North St., Clinton, OH 44216	31.8	\$65
Deep Lock Quarry	5779 Riverview Rd., Peninsula, OH 44264	25.4	\$60
Furnace Run (Brushwood area)	4955 Townsend Rd., Richfield, OH 44286	50.2	\$80
Hampton Hills Metro Park	2925 Akron Peninsula Rd., Akron, OH 44313	15.6	\$55
Monroe Falls Metro Park	521 S. River Rd., Monroe Falls, OH 44262	17.0	\$55

GOLF COURSES

Golf Course	Address	Mileage (Round Trip)	Rate
Brandywine	5555 Akron Peninsula Rd., Peninsula, OH 44264	31.4	\$57
Challenger (Edwin Shaw)	1621 Flickinger Rd., Akron, OH 44312	17.4	\$50
Chenoworth	3087 Chenoweth Rd., Akron, OH 44312	15.2	\$50
Copley Greens	2266 Jacoby Rd., Copley, OH 44321	13.6	\$50
Diamond Back (Canfield)	9399 Leffingwell Rd., Canfield, OH 44406	86.6	\$100
Firestone CC	452 E. Warner Rd., Akron, OH 44319	13.6	\$50
J. Edward Good Park	530 Nome Ave., Akron, OH 44320	8.4	\$50
Loyal Oak	2909 Cleveland Massillon Rd., Barberton, OH 44203	25.2	\$55
Maplecrest	219 Tallmadge Rd., Kent, OH 44240	25.0	\$55
Mayfair	2229 Raber Rd., Uniontown, OH 44685	21.2	\$55
Meadow Lake	1211 39 th St. NE, Canton, OH 44714	45.6	\$70
Paradise Lake	1900 Randolph Rd., Mogadore, OH 44260	33.2	\$58
Racoon Hill Golf club	485 Judson Rd., Kent, OH 44240	26.0	\$55
Raintree CC	4340 Mayfair Rd., Uniontown, OH 44685	22.8	\$55
Rawiga CC	10353 Rawiga Rd., Seville, OH 44273	48.8	\$80
Rosemount CC	3777 Rosemont Blvd, Fairlawn, OH 44333	23.8	\$50
Sable Creek	5942 Edison St. NE, Hartville, OH 44632	39.2	\$64
Seven Hills CC	11700 William Penn Ave. NE, Hartville, OH 44632	37.4	\$63
Sunny Hill	3734 Sunnybrook Rd., Kent, OH 44240	20.2	\$55
Valley View	1212 Cuyahoga St., Akron, OH 44313	6.8	\$50

MISCELLANEOUS LOCATIONS

Location	Address	Mileage (Round Trip)	Rate
Cleveland Hopkins Airport	5300 Riverside Dr., Cleveland, OH 44135	86.2	\$97
Cleveland Museum of Art	11150 East Blvd., Cleveland, OH 44106	87.0	\$99
Football Hall of Fame	2121 George Halas Dr. NW, Canton, OH 44708	40.2	\$70
Great Lakes Science Center	601 Erieside Ave., Cleveland, OH 44114	84.8	\$96
Hale Farm & Village	2686 Oak Hill Rd., Bath, OH 44210	33.8	\$60
Harry London's Chocolate Factory	5353 Lauby Rd., North Canton, OH 44720	26.4	\$60
LaTuchie Tennis Center	3200 Darrow Rd., Stow, OH 44224	16.4	\$50

Legacy Village	25002 Cedar Rd., Cleveland, OH 44122	69.0	\$90
Quicken Loans Arena	One Center Court, Cleveland, OH 44115	79.6	\$92
Rain Forest (Cleveland Zoo)	3900 Wildfire Way, Cleveland, OH 44109	76.2	\$90

****Note: Mileage rate is subject to change on a yearly basis after review by the Treasurer's Office in conjunction with Business Affairs with Board approval.**



Contract Van Operators - Payment

- Site/department processes requisition to multi-vendor.
- Invoices will be forwarded to the school by the contract van operator. Invoices are to be signed by the coach or teacher after trip is completed.
- Copies of vendor invoices are to be attached to a photocopy of the receiving report of the co-curricular transportation purchase order and sent to Accounts Payable in the Treasurer's Office by the school.
- Checks will be issued by mail to individual drivers.
- Parents are not on the approved list; thus, they cannot be paid from the co-curricular fund. They may receive a mileage payment if the school has a mileage fund.



Intradistrict Memorandum

TO: Athletic Directors
Coaches
Building Principals

FROM: Joe Howard, Program Manager, Athletics
Debra J. Foulk, Executive Director, Business Affairs

DATE: July 28, 2009

SUBJECT: Athletic/Co-curricular Transportation

Various athletic events and field trips require that students/staff be transported using bus service and/or van service. For events needing transport supervisory personnel can contact Transportation Services for use of APS buses, or contact the van drivers' spokesperson when van transport is more appropriate.

It has been reported that on several occasions requests have been made of bus and van drivers that additional people be allowed to ride in the bus/van that are not part of the team, adult staff or coaching staff. Examples of such requests have included requests to transport children of staff, family members of students, etc.

Please be aware per Board Policy 8640 – Transportation for Field and Other District Sponsored Trips clearly states: “District sponsored trips shall be supervised by either staff members or adults from the sponsoring organization. District students not affiliated with the trip activity, non-district students, and/or children of preschool age shall not be permitted to ride on the trip vehicle. Children of Board employees not affiliated with the activity will not be permitted to ride.”

To meet the guidelines of Board Policy 8640, please do not request that drivers of either APS buses or vans (Board owned/contracted) transport additional people that do not meet the guidelines stated above.

Thank you for your assistance.

JH/DJF:rlb

FIELD TRIP VENDORS

2014 – 2015

COMPANY NAME VENDOR ID	ADDRESS	PHONE	CONTACT
A&M Transit Lines dba US Coach MUNIS ID 9378	170 E Prospect St Alliance OH 44601	330-823-3124	Ben Bolog
Barons Bus MUNIS ID 13758	PO BOX 31088 Independence OH 44131	888-378-3823	Jeanette Boziak
Brecksville Road Transit MUNIS ID 13336 *NOTE – HANDICAP ACCESSIBLE	7885 Snowville Rd Brecksville OH 44141	440-526-7111	David James
Candle Coach MUNIS ID 1381	4119 Grand Dr NW Canton OH 44708	330-455-4444	Howard Parks
Crossroads Inc MUNIS ID 2095	1252 E Easton Rd Creston OH 44217	800-527-9092	Patty Dennison
Evans Transportation MUNIS ID 2923	980 Juneau Ave Akron OH 44320	330-864-0732	Gloria Evans
First Student MUNIS ID 14200	3381 E Waterloo Rd Akron OH 44312	330-628-3851	Cathy Turner
Great Day Tours MUNIS ID 3617	375 Treeworth Blvd Cleveland OH 44147	440-526-5350	A J Kinney
Lakefront Lines Inc MUNIS ID 5066	13315 Brookpark Rd Brook Park OH 44142	216-267-8810 Ext 122	Tom Goebel
Onisac Tours MUNIS ID 13612	2385 Burnham Rd Akron OH 44333	330-678-3221	Don Dancy
Petermann MUNIS ID 6993	860 S Arlington St Akron OH 44306	330-773-4222	Matt Gaugler
Precious Cargo MUNIS ID 7205	PO BOX 23617 Chagrin Falls OH 44023	440-543-9272	John Wervey
Thomas Limousine **(Bus Service)** MUNIS ID 11111	330 Kennedy Rd Akron OH 44305	330-733-5372	Brian Warren

INTENTIONALLY LEFT BLANK

AKRON PUBLIC SCHOOLS
EDUCATIONAL FIELD TRIP CHECKLIST

The following items must be completed before a field trip is taken. Please check the items which have been completed and keep on file in the school office.

FORMS

- _____ Request for Permission
- _____ Signed Parental Consent Forms
- _____ Educational Field Trip Request Form

TRANSPORTATION

- _____ Volunteer driver information
 - 1. Driver's license number
 - 2. Dated proof of insurance

- _____ Form has been completed for yellow school bus
OR
- _____ If not using Akron Public School buses, approved contractor has been contacted for bus transportation

- _____ If not using APS buses, have appropriate car/booster seat for students under age of 8.

RELATED MATERIAL

- _____ Lesson plans relating to trip (attached)
- _____ Letter to parents providing detailed information (attached)
- _____ Letter from Principal, Director or Coordinator requesting approval of educational field trips which exceed the school day. Field trips requiring overnight stays must be submitted to the Superintendent for review prior to receiving final approval.

I have read all items above; they are complete and in accordance with the rules and regulations of the Akron Public Schools and copies are on file in the school office.

I have read the **Procedures for an Educational Field Trip** and feel adequate safeguards have been provided for student safety.

Teacher Signature _____

Principal Signature _____

Date _____

NOTE: Upon completion of the ***Educational Field Trip Checklist***, file a copy in school office with attachments, send a copy to Curriculum & Instruction or Special Education and retain a copy.

SAMPLE ORIGINAL MUST BE

COMPLETED IN TRIPLICATE

76-06-0016

EDUCATIONAL FIELD TRIP REQUEST FORM

IMPORTANT: PLEASE READ BEFORE COMPLETING REQUEST FORM

- Akron Public School buses may be used weekdays 9:00 A.M. to 1:30 P.M. and after 4:00 P.M. Limited reservations for 3:45 will be taken.
- Buses may be used all day on Saturday.
- Schools must call Transportation Services at 330-761-1391 to reserve APS buses. (Before submitting written request form to Elementary or Secondary Education.)
- Please use only **one date** per field trip request form.
- **All** field trip request forms **MUST INCLUDE** the Purchase Order # or Billing Address.
- Paperwork must be to Elementary or Secondary Education a minimum of (3) **three weeks prior** to the date of the trip, then to Transportation Services a minimum of (2) **two weeks prior** to the date of the trip.
- **Buses will not be scheduled or released if request form including funding PO # is not on file at Transportation.**

COMPLETE FOR ALL FIELD TRIPS

School Name: _____ Grade: _____ Date of Trip: _____
Destination: _____
Purpose of Trip: _____
Choose Transportation Type:
Yellow Bus: _____ (Date you called to reserve bus:) _____
Charter Bus (name & phone #): _____
Vans: _____ Walking: _____ Other: _____
Departure Time: _____ Return Time: _____ # of Students _____
of Adults: _____ # of Wheelchairs: _____
SIGNATURES REQUIRED:
Teacher: _____ Date: _____ Principal: _____ Date: _____
Executive Director/Elem. or Sec. Ed: _____ Date: _____

REQUEST FOR YELLOW BUSES (complete ONLY if you are using yellow buses)

- (1) CALL TRANSPORTATION TO RESERVE BUS.
- (2) SEND COMPLETED FORM TO ELEMENTARY OR SECONDARY EDUCATION A MINIMUM OF THREE WEEKS PRIOR TO DATE OF FIELD TRIP.

School: _____ Date of Trip: _____
of Buses: _____ # of Passengers _____ # of Wheelchairs _____
Destination and Address: _____
Location of Pick-Up at School: _____
Special Instructions and Directions: _____
Departure Time from School: _____
Departure Time from Trip-Site (no later than 1:30 for school days): _____
PURCHASE ORDER # _____ must be included
or BILLING INFO. if outside source _____
Note: Schools retain Goldenrod copy; send remaining copies to Division Office. Pink (Division Office); Canary (Transportation). White copy will be returned to school when bus is scheduled.

AUTHORIZATION FOR BUSES

Elementary or Secondary Ed.: _____ Date: _____
Executive Director
Transportation Services: _____ Date Scheduled: _____

Rev. 6/09

AKRON PUBLIC SCHOOLS

Educational Co-Curricular/Athletic Field Trip

Parental Consent Form

I grant permission for my child _____
to accompany _____ of _____ School
on _____ on a trip to _____.
(date)

My child and I understand that he/she will be expected to:

- Pay an admission fee of _____ due by _____
- Follow all rules/regulations as provided by the teachers/chaperones and/or school policy
- Act responsibly in all situations
- Seek assistance immediately from the adults in charge if a situation occurs which puts students in danger
- Behave properly on the bus or in a car or the van

My child and I agree that if the above are not followed, he/she will be:

- Subject to Akron Public Schools Code of Student Behavior
- Excluded from participation in future field trips

I understand the arrangements and believe that necessary precautions and plans for the care and supervision of the children during the trip will be taken. Beyond this, we will not hold the individual school, Akron Public Schools or those supervising the trip, responsible.

Parent Signature _____ Date _____

Student (please print) _____

Remains on file at school.

AKRON PUBLIC SCHOOLS

Educational Co-Curricular/Athletic Field Trip Parent/Volunteer Driver Form

Name _____

Address _____

Phone Number _____

Driver's License Number _____

Expiration Date _____

Date of Birth _____

Auto Insurance Company _____

I certify that I:

- Have a valid driver's license
- Have car insurance in force (see attached insurance form)
- Am not under suspension for any traffic violations or infractions
- Have proper car/booster seats for students under the age of 8

Statement: Akron Public Schools provides liability coverage for volunteers who are approved by the Akron Board of Education to use their personal autos to transport students to or from approved school-sponsored activities. **THE VOLUNTEER'S PERSONAL AUTO INSURANCE IS PRIMARY.**

Signature _____

Date _____

Remains on file at school.

AKRON PUBLIC SCHOOLS
Educational Co-Curricular/Athletic Field Trip
Volunteers/Chaperones

Name _____

Address _____

Phone Number _____

Date of Birth _____

Liability Insurance Company _____

Statement: Akron Public Schools provides limited liability coverage for volunteers/chaperones who are approved for school-sponsored trips. However, volunteers/chaperones need to carry their own liability insurance.

Signature _____

Date _____

Remains on file at school.

AKRON PUBLIC SCHOOLS

Educational Field Trip

Field Trip Evaluation Form

Student _____
 Teacher _____
 Chaperone _____

Site Visited _____

Purpose _____

EVALUATION

	(Please circle)				
	<u>High</u>		<u>Medium</u>		<u>Low</u>
Fits the purpose of the study/lesson	1	2	3	4	5
Was safe and appropriate for Students of this age	1	2	3	4	5
Students understood reasons for this field trip	1	2	3	4	5

RECOMMENDATIONS

1. I would recommend this trip to other students Yes _____ No _____
2. Reason: _____

Pertinent Comments:

Give to Building Principal upon completion of the educational field trip.

EDUCATIONAL FIELD TRIP COLLECTION RECORD

CLASS/GRADE: _____

FIELD TRIP DESTINATION: _____

	NAME	DATE	DOLLAR AMOUNT	PERMISSION SLIP
1				
2				
3				
4				
5				
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Akron City Schools

Bylaws & Policies

2340 - FIELD AND OTHER DISTRICT-SPONSORED TRIPS

The Board of Education recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Properly planned and executed field trips should:

- A. supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools;
- B. arouse new interests among students;
- C. help students relate school experiences to the reality of the world outside of school;
- D. bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational - within the student's learning experience;
- E. afford students the opportunity to study real things and real processes in their actual environment.

For purposes of this policy, a field trip shall be defined as any planned journey by one or more students away from District premises, which is under the supervision of a professional staff member and an integral part of a course of study.

Other District-sponsored trips shall be defined as any planned, student-travel activity which is approved as part of the District's total educational program.

School personnel shall not accept any form of compensation from vendors that might influence their recommendation on the eventual selection of a location for, or a vendor that will provide transportation to, a field or other district-sponsored trip. Furthermore, school personnel shall not accept any compensation from a vendor after a decision has been made regarding the location for, or a vendor that will provide transportation to, a field or other District-sponsored trip. In addition, school personnel who recommended the location for, or a vendor that will provide transportation to, a field or other district-sponsored trip shall not enter into a contractual arrangement whereby an individual staff member receives compensation in any form from the vendor that operates the venue for, or provides the transportation to, a field or other District-sponsored trip for services rendered.

Such compensation includes, but is not limited to, cash, checks, stocks, or any other form of securities, and gifts such as televisions, microwave ovens, computers, discount certificates, travel vouchers, tickets, passes, and other such things of value. In the event that a school staff member receives such compensation, albeit unsolicited, from a vendor, the staff member shall notify the Treasurer, in writing, that s/he received such compensation and shall thereafter promptly transmit said compensation to the Treasurer at his/her earliest opportunity.

The Superintendent shall approve all trips.

Students on all District-sponsored trips remain under the supervision of this Board and are subject to the District's administrative guidelines.

The Board does not endorse, support, or assume liability in any way for any staff member, volunteer, or parent of the District who takes students on trips not approved by the Board or Superintendent. No staff member may solicit students of this District for such trips within the facilities or on the school grounds of the District without permission from the

Superintendent. Permission to solicit neither grants nor implies approval of the trip. Such approval must be obtained in accordance with the District's Administrative Guidelines for Extended Trips.

The Superintendent shall prepare administrative guidelines for the operation of both field and other District-sponsored trips, including athletic trips.

R.C. 3327.15

A.C. 3301-83-12, 3301-83-16(A)(B)(E)

Auditor of State Bulletin 2000—006

Revised 5/29/01

Akron City Schools
Bylaws & Policies

8640 - TRANSPORTATION FOR FIELD AND OTHER DISTRICT-SPONSORED TRIPS

It shall be the policy of the Board of Education to use regular or special-purpose school vehicles for transportation on field and other District-sponsored trips.

The transportation for all field and other District-sponsored trips is to be by vehicles owned or approved by the District and driven by approved drivers. Exceptions must have the approval of the Executive Director of Business Affairs.

The Board shall assume transportation costs for a certain number of approved field trips as specified in the Superintendent's administrative guidelines.

The Board will assume the vehicle cost for all other trips including co-curricular and athletic trips, but the cost of the driver shall be paid by the sponsoring organization or from the designated fund.

The Board will provide the vehicles for all other reimbursable trips. A mileage and labor charge will be assessed to cover the cost of the driver and fuel. This charge is to be paid by the sponsoring organization or from a designated fund.

Transportation may be limited by the availability of vehicles, drivers, and scheduling and will not be available when needed for general school purposes.

All field trips shall be supervised by members of the staff. All other District-sponsored trips shall be supervised by either staff members or adults from the sponsoring organization. Any time students are on the vehicle, at least one (1) sponsor, chaperone, or staff member is expected to ride in the vehicle as well as to supervise students upon return to the District and while they are waiting for rides home.

All students are expected to ride the approved vehicle to and from each activity. A special request must be made to the staff member or sponsor by the parent, in writing or in person, to allow an exception using the approved District waiver form.

District students not affiliated with the trip activity, nondistrict students, and/or children of preschool age shall not be permitted to ride on the trip vehicle.

Children of Board employees not affiliated with the activity will not be permitted to ride.

No student is allowed to drive on any trip. An exception may be made by the principal on an individual basis provided the student's parent(s)/guardian(s) provides written authorization and release from all risks, responsibility and liability using Form 5515 F2 - Parental Authorization and Release From Liability and the Assumption of Risk for Student Driver(s) and Certification of Adequate Automobile Insurance Coverage - Form 2432 F2 and does not transport any other student(s) without the parent(s)/guardian(s) written authorization and release from all risks, responsibility and liability using the above forms. In addition, the parent(s)/guardian(s) of the approved student driver must provide written authorization for the student to transport others and release from all risks, responsibility and liability using Form 5515 F2 - Parental Authorization and Release From Liability and the Assumption of Risk for Student Driver(s) and Certification of Adequate Automobile Insurance Coverage - Form 2432 F2.

The Superintendent may prepare administrative guidelines consistent with this policy.

R.C. 3327.08, 3327.13, 3327.14, 3327.013
A.C. 3301-83-16, 3301-83-19

Revised 7/31/06
Revised 3/9/09

Form 5515 F2

PARENTAL AUTHORIZATION AND RELEASE FROM LIABILITY FORM
TRANSPORTATION IN STUDENT VEHICLE RELATED TO SCHOOL-SPONSORED ACTIVITY

Name of Student: _____ Grade: _____

Name of Parent(s)/Guardian(s): _____

Address: _____ Phone Number: _____

I hereby authorize my above-named child to: [check and initial all that apply]

_____ Participate in the _____ [list name and purpose of school-sponsored activity]. During this student activity, I authorize my child to leave school.

_____ Leave school and drive his/her/my vehicle to _____ [state purpose of school-sponsored activity].

_____ Leave school and transport other students in his/her/my vehicle to _____ [state purpose of school-sponsored activity].

_____ Leave school and ride in another student's vehicle _____ [state purpose of school-sponsored activity].

The right to leave school property for a school-sponsored activity is a privilege and may be suspended or revoked if a student violates any Board of Education policies, provisions of the Code of Student Behavior, or State or local laws, including traffic rules and regulations, while s/he is on school property or off school property. All provisions of the Code of Student Behavior and Board of Education policies shall be in effect while the student is off school property and participating in the school-sponsored activity, and the student is expected to comply with all such rules and regulations. Violations of such rules and/or regulations may result in appropriate disciplinary action.

The student's use of motor vehicles to travel to and from a school-sponsored activity is a privilege and involves an assumption of liability on the part of the student and his/her parents, and a responsibility in the care of property, in the observation of safety rules, and in the display of courtesy and consideration toward others. The Board of Education, its officers, employees, representatives and agents shall not be responsible for motor vehicles which are lost, stolen or damaged, and/or for injury, death or loss to persons or property resulting from a student's operation of a motor vehicle on school property, while traveling to or from the school-sponsored activity, or while participating in the school-sponsored activity, including but not limited to riding in another student's vehicle.

A student authorized to drive his/her private vehicle off school property for a school-sponsored activity shall be solely liable for any injury, death or loss to persons or property related to or caused by his/her driving and his/her insurance shall be the primary insurance in any accident.

A student authorized to drive other students off school property for the school-sponsored activity shall be solely liable for any injury, death or loss to person or property related to or caused by his/her driving and his/her insurance shall be the primary insurance in any accident.

If a student is authorized to ride in another student's car off school property for a school-sponsored activity, the student driver shall be solely liable for any injury, death or loss to person or property related to or caused by his/her driving and the student driver's insurance shall be the primary insurance in any accident.

If my child has been given permission to drive his/her private vehicle for a school-sponsored activity, I represent that my child has a valid driver's license and is covered by motor vehicle insurance.*

By signing below, we affirm that we have read and understand this entire document and agree to the terms and conditions set forth herein regarding _____ [Student's Name] participation in _____ [School-Sponsored Activity].

Additionally, our signature below indicates that if we had any questions concerning this schoolsponsored activity and/or this document, we have asked them of the _____ and our questions have been fully addressed/resolved. Finally, we acknowledge having had an opportunity to review this document with a representative of our choosing.

Parent/Guardian Signature

Date

Student Signature

Date

* Students must produce proof of insurance and a valid driver's license before approval to drive may be granted.

7/31/06

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ASSUMPTION OR RISK FOR STUDENT DRIVER(S)
AND CERTIFICATION OF ADEQUATE
AUTOMOBILE INSURANCE COVERAGE

Dear Parent/Guardian:

The Akron Board of Education (the "Board") does not recommend that students be permitted to drive to school-sponsored/scheduled, approved events such as sports practice, co-curricular functions, games, field trips, etc. (hereinafter "events"). Furthermore, Board Policy 8640 expressly prohibits students from driving other students/individuals to such events. You are hereby notified that the Board does not provide for or carry any insurance coverage whatsoever for student drivers and/or for any and all individual(s) driven by any student driver.

Should your daughter/son drive to any such event, you are hereby assuming all risk, responsibility and liability on behalf of your daughter/son for any and all property damage(s) and/or injury(s) including death to your daughter/son and/or any and all passenger(s) in the event of an accident - regardless of fault. You are further assuming all risk, responsibility and liability for providing and maintaining adequate automobile insurance coverage, including under/uninsured coverage.

Sincerely,

Principal

By signing below I/we hereby agree and understand that if my/our daughter/son, (*print name*) _____, drives to any school events, such as those described above then I/we acknowledge and agree to assume all risk, responsibility, and liability on behalf of my/our daughter/son for any and all property damage(s) and/or injury(s) including death to my/our daughter/son, any passenger(s) and/or all other damage(s) and/or injury(s) including death whatsoever that may occur in the event of an accident - regardless of fault. By signing below, I/we hereby certify that I/we have fully discussed and shared this acknowledgement and the potential consequences related hereto with my/our daughter/son and s/he fully understands that I/we are assuming all risk, responsibility and liability when s/he drives such events described above. I/we further guarantee that my/our daughter/son will never drive any other student(s) or individual(s) whatsoever to such events. Therefore, I/we on behalf of my/ourselves, my/our daughter/son and all heirs agree to hold the Akron City School District Board of Education harmless for any and all property damage(s) and/or injury(s) including death that may occur in the event that my/our daughter/son drives any other student(s) or individual(s) whatsoever for any reason. I/we further certify that I/we maintain current and adequate automobile insurance coverage, including under/uninsured motorist coverage, in the event of an accident, verification of which is attached hereto.

Parent/Guardian Date

Parent/Guardian Date

Student Signature Date

**Both must sign unless only one parent/guardian exists*
3/9/09

Akron City Schools

Bylaws & Policies

8660 - TRANSPORTATION OF STUDENTS BY PRIVATE VEHICLE

The Board of Education authorizes the transportation by private vehicle of students of the District.

Any such transportation must be approved in advance and in writing by the building principal in accordance with the Superintendent's administrative guidelines.

The parent of the participating student will be given, upon request, the name of the driver, the owner of the vehicle, and the description of the vehicle. The District will maintain on file the amount of liability insurance on the vehicle and the name of the insurance company.

No person shall be approved for the transportation of students in a private vehicle who is not an employee of this Board, an approved volunteer; the parent of a student enrolled in this District and the holder of a currently-valid license to operate a motor vehicle in the State of Ohio. Proof of license shall be supplied to the school authorities.

No person shall be permitted to transport students if s/he does not possess and maintain current and adequate automobile insurance coverage, including under/uninsured motorist coverage and personal injury insurance, in the amount required by District administrative guidelines. The Superintendent shall withdraw the authorization of any private vehicle driver who fails to maintain the required amount of said automobile insurance.

Any private vehicle used for the transportation of students must be owned by the approved driver or the spouse of the approved driver and must conform to registration requirements of the State.

The responsibility of professional staff members for the discipline and control of students will extend to the transportation of students in a private vehicle. Drivers who are not professional staff members are requested to report student misconduct to the principal.

Revised 3/10/03

Revised 7/31/06

Revised 3/9/09

Revised 8/7/12