

To: All Principals/Sponsors
From: Michele DeBerry, Director of Activities
Re: Extended Field Trips, Private Vehicle Transportation

Attached are up-dated forms and BOE policies for extended trips and/or transportation in private vehicles. These forms should be used for any school-related trip that requires overnight accommodations. The following check lists should assist you in the completion of the TRIP requests.

Send to District for Trip Approval

30 days prior to the date of the trip (or more) the following items need to be sent to the Director of Student Activities for trip approval. Sponsors should not make any financial commitments until they have received trip approval.

Please consolidate the following information into a one page summary:

- Extended Field Trip/Activity Trip Request Form (first attached)
- Statement of educational purpose of trip
- Preliminary Trip Itinerary: departure/return dates, destination, mode of travel
- Phone numbers: (1) cell phone numbers for at least one sponsor and (2) hotel name/phone if available

Reminder:

- If traveling out of state, you will need to provide Proof of Travel Insurance **10 days** in advance of trip.
- If you have any medical fragile children attending, contact your school nurse consultant for preplanning of health needs. There may be expenses involved so early conversations are CRITICAL!

Keep on file AT THE SCHOOL

The following items need to be *kept on file at the school* – a copy for each individual is required:

- Private Vehicle/Driver Form and supporting documentation (if applicable)
- Copies of all written correspondence to parents
- List of emergency contacts for students attending event
- List of students
- Consent & Release Waiver Parent Signature Form
- Student Travel/Parent Permission Form
- Medical Emergency Form

Sponsor

The sponsor **must** take a copy of the following forms WITH THEM on the trip:

- Medical Emergency Form
- Parent Emergency contact information during the trip

Transportation

- **School bus:** a *district employee* must be present on *each* school bus.
- **Rental Vehicle:** if you are renting a vehicle for transportation to, from or while on the trip, Colorado LAW requires you take and pass a driving course with the District. Please call transportation to schedule a class – Dena Boutwell at 720.561.6212.
- **Private Vehicles:** Any transportation of students in private vehicles to or from an event or activity requires the Private Vehicle/Driver form and supporting documentation to be on file at the school PRIOR to the event. A background check must be completed.

If you have any questions please contact Kristina Crain @ 720.561.5111 or Michele DeBerry @ 720.561.5252.

**Boulder Valley School District
Extended Activity/Field Trip Request
2011-2012**

School _____ Group(s)/Class Involved _____
 Number of Students involved (girls) _____ (boys) _____ Date of Trip _____
 Date(s) Absent From School _____ Date of Request _____
 Destination _____ Mode of Transportation to Destination _____
 Depart from School (date) _____ Return to School (date) _____

Parent Supervisors **Cell phone number** (for emergency use only) **CPR/First Aid Trained** (yes) (no)

1. _____
2. _____
3. _____
4. _____
5. _____

Staff/Sponsor Supervisors **Cell phone number** (for emergency use only) **CPR/First Aid Trained** (yes) (no)

1. _____
2. _____
3. _____
4. _____
5. _____

Describe Funding Sources/Amounts

_____ \$ _____
 _____ \$ _____
 _____ \$ _____

Have sponsors visited the site or conducted the activity before? (yes) (no) Who? _____

Have sponsors reviewed policy IICA-R of Board Policy (yes) (no) Date of Review _____

How are indigent students provided an opportunity to participate? _____

The school district does not carry medical, dental, or hospitalization insurance to cover injuries to or loss of life of pupils, or to indemnify parents or guardians for expenses in connection therewith. The parent or guardian, if desired, must purchase such insurance.

Is additional insurance coverage provided? (yes) (no)

What Insurance Carrier? _____

Parent Permission Forms returned? (yes) (no)

Medical Emergency Forms returned? (yes) (no)

Sponsor/Coach (date) **Principal** (date)

Ed Center (date) **Superintendent/Designee** (date)

CONSENT FOR EXCURSION OR EXTENDED TRIP
AND
RELEASE WAIVER AND INDEMNIFICATION

I, We, the undersigned Parent(s)/Guardian(s) of _____ (herein Student), hereby give our consent and permission for Student to participate in and attend the _____ (herein Trip) which shall occur on or about _____. I/We understand that the trip is a voluntary activity not required as part of any course of study and that, but for my/our execution of this CONSENT FOR EXCURSION OR EXTENDED TRIP AND RELEASE, WAIVER AND INDEMNIFICATION, the student would not be allowed to participate in the trip.

I/We further understand that certain rules of conduct have been established for all participants during the trip and that I/we assume responsibility for the student's actions during the trip and the student's compliance with the rules. I/we further agree that the school district's policies and regulations related to student conduct and discipline will be in full force and effect during the trip. I/we agree that, in the event the student violates the established rules for students and/or school district policy related to student conduct during the trip:

1. I/We assume all liability for and agree to save, indemnify, defend and hold the Boulder Valley School District RE-2 (herein School District), its agents, servants and employees, harmless from any and all claims or demands of any sort or nature for damage or injury to persons or property caused by the acts or omissions of the student; and
2. In the event of repeated violations or a serious violation of the established rules and/or school district policy by the student, I/we will accept a collect telephone call concerning the Student's actions and behavior and I/we further understand, agree and consent to the student being returned home immediately by public transportation at my/our expense.
3. I/We understand and agree that my/our student may also be subject to disciplinary action pursuant to school district policy for his/her failure to follow school district policy and/or established trip rules.

The extended trip will take place away from school district property; may involve transportation provided by common carriers or other non-school provided means, and overnight stays in hotels, motels, or other non-school district facilities; and may involve activities beyond the scope of traditional functions conducted on school district property.

I/We understand and agree that the student's participation in the extended trip is entirely voluntary and that by undertaking to have my/our student participate in the extended trip, we expressly acknowledge that such participation potentially involves risks and obligations that are impossible to predict but which are beyond the scope of those normally associated with traditional school functions conducted on school district property. These may include, without limitation, the risk of loss or damage to personal property, the risk of illness, personal injury or death while participating in the extended trip, and the obligation for payment of fees and costs associated with the extended trip. Since September 11, 2001, the risks also involve the potential for actual or threatened terrorist acts. Such acts may include, without limitation, the following risks: risks of personal injury, illness, death, and the loss of our damage to personal property. The risks also include the possibility that the trip may be cancelled, altered or terminated early because of actual or threatened terrorist acts. In such cases, fees and expenses may not be refunded, depending upon the policies of the trip organizing company and individual travel, accommodation and activity providers. Trip cancellation insurance is recommended; however, to date, no insurance has been located which will cover cancellations based upon threatened or actual terrorist acts.

By signing below, the student and parent(s)/guardian(s) expressly understand and agree to assume all risks associated in any way whatsoever with the extended trip. It is expressly understood that all such risks, and potential losses, damage, injury or death are not known and cannot be determined as of the date of this Agreement, but it is the express intent of the undersigned parties that this Release and assumption of risk apply to any and all such unknown risks, damage, losses, injuries and death.

I/We understand and agree that the school district, its servants, agents and employees, do not assume any liability for loss or damage to any personal property owned by the student, by me/us or any other party, and I/we

waive any claim against and release the district, its agents, servants and employees, from or for any such loss or damage.

I/We also waive any claim against the school district, its agents, servants and employees, and hereby release them from any claim, cause of action or demand I/we may have arising out of or in connection with any personal or bodily injury, illness, death or property damage which the student may sustain during the trip and agree to indemnify, save and hold the school district, its agents, servants and employees, harmless from any claim, demand or cause of action of whatsoever nature or kind asserted by or on behalf of the student for any personal or bodily injury, illness, death or property damage sustained by the student during the trip and the student's participation therein.

The undersigned parties agree to pay all applicable costs, expenses and fees arising out of the student's participation in the extended trip, and further agree to indemnify and hold harmless the school district, its officers, agents, employees, teachers and schools against any claims for such costs, expenses and fees. By signing below, the student and parent(s)/guardian(s) expressly understand and agree that such costs, expenses and fees may not be refunded if the extended trip program is cancelled, altered or terminated early based upon future circumstances or events, including, without limitation, government advisories regarding travel, actual or threatened terrorist acts and other circumstance which may affect the health, safety and welfare of participants

The undersigned parent(s)/guardian(s) agree(s) to inform the sponsoring teachers of any history of mental, physical, emotional, or behavioral issues of the student that could affect the general welfare of him/her and/or the group prior to the stated date of acceptance or denial to participate in the extended trip.

By our signatures hereon, I/we affirm that I/we have read and fully understand the terms, conditions, releases, waivers and assumptions above set forth.

Dated this _____ day of _____, 20____.

Student Name, Address, Telephone

Signature

Parent(s)/Guardian(s) Name, Address and Telephone

Signature

School: _____

Destination: _____

Date(s) of trip activity: _____

Teacher: _____



**BOULDER VALLEY SCHOOL DISTRICT
STUDENT TRAVEL
FIELD TRIP PERMISSION FORM**

I hereby permit _____ to participate in
_____ (student)
_____ on _____
(describe trip/activity) (dates)

Cost:

*Fee Required: _____

*Donation Requested: _____

*TOTAL Requested: _____

Transportation:

___ School Bus

___ Private Car

___ Walking

___ Responsibility of parent

**If there is a financial hardship please contact the Principal's office for a fee waiver*

Necessary Supplies (specify) _____

Other (specify) _____

I understand that the Field Trip/Activity may take place away from school property; may involve transportation by school bus, private vehicle, common carrier or other mode of transportation; and may involve activities beyond the scope of traditional school functions conducted on School District property.

I acknowledge that my student's participation in these activities potentially involves risks and obligations that are impossible to predict, but may include the risk of loss or damage to personal property and the risk of sickness, personal injury or death.

I understand that the school district does not purchase, or have, any medical, dental or hospitalization insurance to cover injuries to or loss of life of pupils or to indemnify parents and guardians for expenses in connection therewith, and that such insurance, if desired, must be purchased by me.

Parent/Guardian Name: _____ Date: _____

Parent/Guardian Signature: _____

YES NO I am available to/interested in chaperoning this field trip.
(please circle)

YES NO I have completed a district-approved background check for this current school year.
(please circle)

PLEASE RETURN THIS SLIP PROMPTLY

*To be used for local and metro area SHORT trips.
Form is to be completed by staff and submitted to parent for signature.*

BOULDER VALLEY SCHOOL DISTRICT RE-2

***CONSENT FOR LATE ARRIVAL TO/EARLY DEPARTURE
FROM FIELD TRIP***

Student Name: _____ Activity: _____

Teacher: _____ School: _____

Title of Trip: _____ Trip to: _____

Departure Date & Time: _____ Return Date & Time: _____

This student is participating in the above activity trip. For personal reasons, the student and his/her parent or guardian would like the student to arrive to the field trip after the group's arrival date and time or depart early from the group. Because the student and the student's parent or guardian wish to allow the student to arrive to the field trip late or depart from the field trip early, the parent(s) or guardian(s) acknowledge and agree to the following:

1. The student and parent or guardian acknowledge that before the student arrives to, or departs early from, the extended field trip referenced above, the School District, its employees and authorized volunteers will have no responsibility whatsoever related to the supervision, whereabouts and arrival or return of the student from the field trip. The undersigned parent or guardian accepts and assumes all the risk associated with the student's late arrival or early departure.
2. The parent or guardian whose signature appears below exempts the School District, its employees and authorized volunteers from all claims arising from the student's late arrival to, or early departure from, the field trip, unless caused by actions for which the School District would otherwise be liable under Colorado law.
3. The parent or guardian understands that it is the parent or guardian's responsibility to pay for any and all expenses incurred during the late arrival to, or early departure from, the field trip, including, without limitation, any expenses related to the student's arrival or early departure.
4. By signing below, the parent or guardian grants permission for the School District to release the student to: _____
(Name of person)

on: _____
(Date and Time)

(Parent/Guardian Signature)

(Date)

To: All BVSD Employees

From: Dena Boutwell, Compliance Manager

Colorado Department of Education (CDE) requires that all school transportation vehicle operators meet or exceed the following requirements before transporting students:

1. Possess a valid operator's license.
2. Be a minimum of 21 years of age.
3. Provide an annual motor vehicle record check.
4. Complete pre-service operator training specific to the type of vehicle along with first aid, adverse weather and mountain driving information.
5. Pass an annual CDE small vehicle written test.
6. Meet qualification standards and insurance coverage as adopted by the local board of education/service provider.
7. Provide medical history annually on a CDE approved form.
8. Perform a driving performance test as part on initial certification.

This includes school bus, multifunction bus and small vehicle operators transporting students to and from public school, school to school, or to school-related events in vehicles owned, leased or rented by the district or under agreement with the district. The above requirements are also highly recommended, for liability purposes, for school district employees who transport students in private vehicles to school sanctioned events.

The district and the Colorado Self Insurance Pool highly recommend, for safety and liability purposes, that all individuals who provide student transportation for school-connected or school-sponsored purposes use district vehicles whenever possible. Private vehicles may only be used after receiving written approval from the building principal and completing the required forms, per BVSD policy EEAE.

Current school transportation vehicle operators can renew their certification by scheduling a meeting with me to complete all CDE annual requirements.

Initial certification Small Vehicle Training class dates and times are available by calling Transportation. Once registered, you will be sent pre-class instructions and materials. All items must be completed before attending class. The number of attendees will determine complete times for classes.

Please feel free to contact me with any questions or concerns. I look forward to meeting each of you and assisting you to transport the students of BVSD as safe as possible.

Sincerely,
Dena Boutwell, *Compliance Manager*
Phone: 720.561.6212
dena.boutwell@bvsd.org

Sponsor: _____	Name of Driver: _____
Date of Trip: _____	

Student Transportation in Private Vehicles

Boulder Valley School District does NOT insure school related trips in private vehicles. The district does not carry insurance on private vehicles driven by parents or volunteers. It is Board Policy (EEAE) and therefore required that the owner carry a minimum of the following: \$100,000/\$300,000 liability, \$50,000 property damage and Uninsured Motorist \$25,000/\$50,000.

Board Policy EEAE is on the back of this form. Please read carefully before completing form. Thank you.

Model/Year of Car: _____

Insured by: _____

Liability Coverage (\$): _____

Property Damage Coverage (\$): _____

Seat Belts: Yes ___ for # _____ Passengers No _____ (unable to drive)

Maximum number of passengers: _____ ALL PASSENGERS MUST WEAR SEATBELTS*

Valid Driver's License Number: _____

Current proof of insurance coverage must be submitted with this form. Driver unable to drive without proof of coverage.

As a driver for field trips during the school year ___ to ___, I understand that the district carries no insurance for private vehicles or students or drivers. I am personally responsible. I also certify that I am at least 21 years of age.

Driver Signature: _____

Sponsor Signature: _____

Principal Approval/Signature: _____

Date: _____

Please provide a copy of insurance policy or paperwork that indicates above dollar amounts of coverage (proof insurance card does not show dollar amounts.) We also need a copy of each driver's license and a signed copy of the BVSD Volunteer Agreement (non-coaching).

**New law as of 8/1/10: Children under the age of eight shall be properly restrained in a child restraint system, according to the manufacturer's instructions.*

Boulder Valley School District
Student Travel – Extended Field Trips

MEDICAL EMERGENCY FORM

I, _____, being the parent or legal guardian of _____, give my consent for emergency medical and surgical treatment in a licensed hospital by a licensed physician, should his or her condition require it in my absence. I understand that in such a case, reasonable attempts would first be made to contact me, time and conditions permitting.

As long as the medical or surgical treatment considered necessary in the situation is in accordance with generally accepted standards of medical practice for the particular type of injury or illness involved, I impose no specific prohibitions regarding treatment unless stated here (if none, so state):

My daughter/son has the following medical condition(s) which may require emergency care:

My daughter/son requires the following medications:

School district personnel cannot administer medication without a written and signed request from the parent/guardian and a signed order from a physician stating the student's name, the name of the medication, the dosage, the method of administration, the time and the inclusive dates for which the medication is to be given during a specific field trip.

I exempt the school district, its employees and authorized volunteers from all claims arising from the administration of (or failure to administer) medication and the administration of (or failure to administer) emergency medical treatment unless caused by actions for which the school district would otherwise be liable under Colorado law.

This authorization is for the time period beginning _____ and ending _____.

Signature of parent or guardian

Date

Name of Emergency Contact (please print)

Emergency Contact Information

To be used for trips overnight, in-state or out-of-state and/or country. Parent must complete form and return to sponsor/building prior to trip.

THIS FORM MUST ACCOMPANY SPONSOR ON TRIP



Boulder Valley School District
File: IICA-R
Adopted: prior to 1978
Revised: August 23, 1990, October 23, 1997

FIELD TRIPS

General Information

When possible, field trips should be planned to provide experiences in more than one subject matter area. Proposed field trips should be spaced throughout the school year in accordance with units of study.

Teachers must clear all proposed field trips with the building principal.

Plans for all proposed extended field trips shall be cleared by the building principal and the appropriate central office administrator. Each field trip request will be reviewed and permission will be granted or denied on the merit of the individual request.

After approval by the principal (and the appropriate central office administrator in the case of extended field trips), written information pertaining to each specific field trip must be disseminated to the parents of involved children. *Such information should include the date, time, place, and purpose of the field trip.*

Written parent authorization for all field trips is required using the District's field trip permission form.

There are times when a student may be excused from participation in a field trip. When this is necessary, appropriate alternative activities should be provided by the teacher or supervisor. The alternative activity will address the same general purpose as the field trip. In addition, the student will be excused in a manner that avoids embarrassment to the student.

Some field trips occur outside the school day. Attendance is not required when a trip is scheduled outside of the school day, and non-participating students will not be penalized.

Regular Field Trips

Regular field trips are those field trips which (1) take place during one school day; and (2) are limited to the local community or to distances which can be covered between the morning and afternoon bus schedules.

Regular field trips must meet the following criteria:

1. At least one certificated teacher must be on each school bus transporting students on the field trip. Any exceptions to this requirement must be approved by the Risk

Management Office and the Superintendent's Office. A student/adult ratio not greater than 30:1 must be maintained at all times during the field trip. Additional supervisory personnel must have prior approval of the building principal. Persons planning field trips will make every effort to enlist the aid of parents or volunteers to help supervise groups on field trips.

2. The teacher supervising the field trip must consult with school health personnel regarding those participating students who have medical conditions that may require routine medicine or emergency administration of authorized medicine or emergency care. The supervising teacher must make sure that all necessary supplies, authorized medicines, etc., are taken in a safe manner and in accordance with District Policy JHCD and JHCD-R, Administering Medicines to Students.
3. School-approved transportation must be used, *i.e.*, school bus, private vehicles, commercial vehicles. When private vehicles are used, the driver must be at least 21 years of age, properly licensed, and adequately insured. The "Field Trips in Private Vehicles" form must be completed and approved.
4. Parents will be notified in writing of the field trip at least five school days prior to the date of the trip. The School District field trip permission form must accompany the written notification to parents.
5. All participating students must begin and end the field trip at the school building. Before departing any location, the supervising teacher must make sure, using adequate attendance and monitoring procedures, that all participating students are present or otherwise accounted for.
6. It may be prudent for the supervising teacher to ask that one adult drive a private car in the event that common, yet unpredictable circumstances arise (*i.e.*, a child becomes ill and must be taken home).

Other considerations include adequate preparation and planning. The number of regular field trips that a specific group takes may vary with the grade levels and subject matter areas involved.

Walking Field Trips

1. Teachers are responsible for obtaining the approval of the building principal for a walking field trip and must inform the principal in writing of the destination of the trip, and the amount of time the group will be out of the building.
2. When walking field trips are planned, a student/adult ratio not greater than 15:1 must be maintained and may necessarily be smaller depending on such factors as distance covered, duration of trip, site to be visited, and size of group. Teachers are to consult with the building principal about the appropriate student/adult ratio.

Walking field trips shall meet all the requirements of a regular field trip to the extent such requirements apply.

Special Field Trips

Special field trips may be made by small groups that are less than a classroom unit (*i.e.*, student council, TAG, etc.) for specific interests or needs. Special field trips shall meet all the requirements of regular field trips.

Extended Field Trips

Extended field trips are field trips which involve (1) overnight accommodations, (2) planning of meals, (3) incidental expenses of staff members and other consultants and supervisors, and (4) school-approved transportation.

Extended field trips must be planned to accomplish instructional goals which cannot be addressed efficiently and practically during one-day field trips or alternative activities.

The field trip request must be signed and approved by the principal before being submitted to the Risk Manager and the appropriate central office administrator for approval.

Extended field trips may be scheduled when the following criteria are met:

1. One member of the staff will be assigned the responsibility for consulting with school health personnel regarding those participating students who have medical conditions that may require emergency administration of authorized medicine or emergency care in accordance with District Policy JHCD and JHCD-R, Administering Medicines to Students. This person will inform the sponsor of the field trip of these students' needs and make sure all necessary supplies, medicines, etc., are taken in a safe manner.
2. At least one certificated teacher will be on each school bus to accompany students on the trip. Any exceptions to this requirement must be approved by the Risk Management Office and the Superintendent's Office.
3. Supervisory personnel, approved by the building administrator, shall provide adequate male and female supervision. A minimum of one adult for each 15 students or major portion thereof is required.
4. Supervisory personnel will include first aid trained personnel adequate for student protection and safety.

The site selected should be appropriate for the purposes of the field trip including appropriate facilities, appropriate space, etc. Conditions relative to health, District approved transportation, size of group (appropriate to the site and purposes of the field trip and school personnel) must be considered.

The proposed extended field trip should be financially practical for the students involved and arrangements made for financial assistance when needed. There should be provision for adequate released time of school personnel. Travel and special expenses should be planned for staff. Extended field trips should not exceed two school days except for special situations.

Preparation and follow-up activities will include evidence of adequate preparation and planning by teacher(s) and student(s).

Parents will be informed of an extended field trip prior to any fund-raising activities for the trip and prior to students being invited to participate. Parents must be notified of an extended field trip at least ten school days prior to the trip.

Bus Transportation Information for All Field Trips

The Manager of Transportation will make all arrangements for buses and drivers. All requests for field trips must be made at least ten days prior to the date of the trip (earlier applications advisable).

It is the responsibility of the trip sponsor to ensure that the students are loaded in the bus according to the approved time schedule.

It is the responsibility of the trip sponsor to notify the school and/or the Transportation Department in the event the time schedule cannot be followed.

Whenever possible, the trip should be scheduled so that, if rest stops are needed, such rest stops can be noted and scheduled before the bus leaves on the trip. The driver will make no unscheduled stops except for emergencies.

Students traveling by bus must return on their assigned bus. It will be the responsibility of the sponsor to check the student list in order to determine whether everyone is present at the time of departure. Passengers must not interfere with or distract the bus driver. Food and beverages will not be consumed on the bus except at meal time. Smoking is not permitted.

Drivers are responsible for the safety of passengers and buses. They will not take buses into potentially unsafe areas.

The sponsor in charge of the trip will verify the completion of the trip by signing the bus trip form provided by the driver.

End of File: IICA-R



Boulder Valley School District
File: IICAA
Adopted: July 23, 1973
Revised: June 24, 1974, October 24, 1985

Associated Regulation: IICAA-R

STUDENT ACTIVITY TRIPS

Activity Trips Outside the State

The Superintendent of Schools may authorize District-sponsored high school student activity trips outside Colorado and the United States, when requested by the principal and recommended by the appropriate executive director. School District funds may not be used to support such activities except in unusual circumstances, and then only as approved by the Superintendent of Schools.

School District students participating in recognized exchange programs may be authorized to travel outside the State of Colorado upon authorization from the Superintendent of Schools. Further, any individual student contestants or groups of student contestants who are regularly enrolled students from the Boulder Valley School District, and who are competing in approved local and/or state activities which qualify them for out-of-state contests, may compete in such out-of-state activities upon authorization from the Superintendent of Schools.

CROSS REFS.:

IGDH, Contests for Students

IGDJ, Interscholastic Athletics

End of File: IICAA



STUDENT TRANSPORTATION IN PRIVATE VEHICLES

The District's insurance policies do not cover accidents involving private vehicles. Students transported for school-connected or school-sponsored purposes shall use District-owned vehicles whenever possible. Private vehicles may be used for student transportation when, in the opinion of the building principal, the use of private vehicles for student transportation constitutes the most practical or only possible method of transportation.

For purposes of this policy and its enacting regulations, the term "private vehicle" means any vehicle not owned by the School District. Owners and drivers of private vehicles used for student transportation must obtain the building principal's written approval prior to such transport. Approval forms shall be obtained from the building principal.

Vehicles, drivers, and insurance coverage shall meet or exceed all requirements of the law. Specifically:

1. *Vehicles* shall be defined as private vehicles designed to carry nine passengers or less, and used to transport one or more student(s) for school purposes as authorized by the building principal.
2. *Drivers* shall be defined as persons who transport children for school purposes through intermittent arrangements, and who may or may not receive mileage reimbursement. Drivers shall sign appropriate forms and agreements as required by the District administration.

Drivers must be at least 21 years of age; of good moral character, and not addicted to the use of alcohol, narcotics, or other habit forming drugs; and must possess a valid Colorado driver's license.
3. *Insurance requirements* of the State of Colorado shall be observed by drivers and owners of private vehicles used for student transportation. In addition, the Board requires liability insurance coverage in the amount of \$100,000/\$300,000. Evidence of such coverage must be received by the school principal prior to vehicle use.
4. In cases of emergency, students may be transported in private vehicles without complying with the above provisions, but only if there is real and imminent danger to persons or property.
5. Consent forms must be signed by the parent/guardian of any transported student prior to such transport pursuant to Policy IICA and IICA-R.

Current practice codified 1978

LEGAL REFS.:

C.R.S. 10-4-706

C.R.S. 42-7-103(14)

AGREEMENT REFS.:

Teachers' agreement, Section C

Paraprofessionals' agreement, Section C

End of File: EEAE