

TRANSPORTATION FOR CO-CURRICULAR AND EXTRA-CURRICULAR PROGRAMS

The following policy shall apply to all co-curricular and extra-curricular programs that are held in a location other than the school grounds. Before a student will be permitted to participate in any of these programs, the student and his or her parent or guardian must complete the "Transportation Guidelines and Travel Form" and the "Transportation Release Form."

I. General Provisions

- A. **Activities (i.e. athletic events, debate tournaments):** For all activities excluding practices, held in a location other than the school grounds, the district will provide transportation for all players, participants, coaches and sponsors.
1. The mode of transportation shall be determined by the building administrator. The modes of transportation approved by the district are:
 - a. School bus or private over-the-road carrier leased/rented by the district, and operated by a person with a valid driver's license for the particular vehicle to be driven.
 - b. Van (not to exceed 10 passengers) leaves, rented or owned by the district, and operated by an adult. No student will be permitted to operate the car.
 - c. Rental car operated by an adult. No student will be permitted to operate the car.
 - d. Private vehicles operated by an adult. No student will be permitted to operate the car.
 2. The district shall conduct a review of the driver's licenses of all drivers who operate any vehicle identified herein. Such reviews shall be conducted annually and the results of such reviews shall be maintained in the district's security office.
- B. **Practices held within 90 minutes of the conclusion of the school day:** For all practices, except golf practices, held in a location other than the school grounds on days when school is in session, and when the practice is held within 90 minutes of the conclusion of the school day, the district will provide transportation for all players, participants, coaches and sponsors to the practice. Parents will be responsible for transportation at the conclusion of the practice.
- C. **Practices held more than 90 minutes after the conclusion of the school day:** For all practices, except golf practices, held in a location other than school grounds on days when school is not in session, or when the practices are held more than 90 minutes after the conclusion of the school day, parents will be responsible for transporting the students to and from practice.
- D. **Golf practices:** For all golf practices, the district will not provide transportation.
- E. **Self-provided transportation:** In all cases where the district does not provide transportation or if parents or guardians choose not to have their child use district-provided transportation, the provisions of Part II of this policy shall apply.

II. Self-Provided Transportation

- A. For students who choose to use transportation other than district-provided transportation, the following steps must be taken:
 - 1. The parent and student must review the district's transportation guidelines and complete the district's travel form.
 - 2. The parent and student must review and sign the district's transportation release.
 - 3. The transportation guidelines and travel form and the transportation release must be submitted to the coach or sponsor and forwarded to the principal of the school, which the student attends.
- B. The steps set forth in Part II Section A of this policy must be completed prior to the student's participation in the first activity or practice of each academic year.
- C. Notwithstanding the provisions set forth in Part II, if a coach or sponsor does not approve self-transportation for an activity or practice, the student shall use the transportation provided by the district.

**TRANSPORTATION GUIDELINES AND TRAVEL FORM
FOR CO-CURRICULAR AND EXTRA-CURRICULAR PROGRAMS**

The purpose of this form is to inform you that students in the Shawnee Mission School District (“the district”) may be involved in co-curricular and/or extra-curricular programs that require travel. The district’s Transportation Policy for Co-Curricular and Extra-Curricular Programs is incorporated herein by reference. Each student who participates in extra-curricular and/or co-curricular activities and his/her parent or guardian must sign this form.

Students may, from time to time, be involved in co-curricular or extra-curricular programs that require travel.

When the district provides transportation, the student will be required to use that transportation unless the student and the student’s parent or guardian has completed a transportation release *and* the coach or sponsor of the program approves.

When transportation is provided by the district, it will be at no cost to the student and will be regulated by state laws and district policies.

The undersigned acknowledge these policies and hereby consent to allow their student to travel to and from these programs by district-provided transportation.

Signature of Parent or Guardian

Date

Signature of Student

Date

TRANSPORTATION RELEASE FORM FOR CO-CURRICULAR AND EXTRA-CURRICULAR PROGRAMS

Notice to Parents and Guardians: Some extra-curricular and co-curricular activities require private transportation. In such cases, parents must be responsible for ensuring that their student is following both district and parental guidelines. The district cannot be responsible for every transportation alternative. Please communicate with your student in order to know with whom he or she may be riding. Students who fail to conform to district policies may be subject to disciplinary action.

1. Student riding with other licensed drivers (other than authorized district personnel):

I give my consent for _____ (student name) to ride with other licensed drivers, including other students, to and/or from school-related activities or practices.

YES _____ NO _____

2. Student providing his/her own transportation:

I give my consent for _____ (student name) to drive an automobile owned or leased by him/her or me to and/or from school-related activities or practices.

YES _____ NO _____

3. Student transporting other students:

I give my consent for _____ (student name) to transport other students to and/or from school-related activities or practices.

YES _____ NO _____

If you answered "YES" to either No. 2 or No. 3 of the above questions, please complete the following section:

_____ (Student name) holds a valid driver's license **and is in compliance with Kansas state law.**

_____ (Student name) is insured by an automobile liability insurance policy, which is in compliance with the requirements of the Kansas law.

Student's Driver's License No. _____ State _____

Insurance Company _____ Policy No. _____

***** EVERYONE MUST SIGN BELOW! *****

Signature of Parent/Guardian

Date

Acknowledged by _____

Student

Date