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**TRANSPORTATION FOR CURRICULAR AND EXTRA-CURRICULAR TRIPS**

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**1.0 Purpose**

Transportation for curricular and extra-curricular student travel shall be made available by the Grant County Board of Education.

**2.0 Responsibility****2.1 Curricular and Extra-Curricular Trips in County Owned or Leased Vehicles**

- For those situations in which county owned or leased vehicles are being provided, those students participating in athletics and/or other school-sponsored activities must travel to and from the event in the provided transportation. The following exceptions may be permitted:
- Parents or guardians must submit a **Form 1: Private Transportation Request** to the coach, sponsor, or professional in charge prior to the event to secure permission for the student to be transported by a private vehicle. The coach, sponsor, or professional in charge must verify the authenticity of the request and at his/her discretion may grant the request. These completed forms shall be kept on file in the appropriate school office.
  - The approval process for Form 1 requires the parent/guardian to provide a copy of their driver's license, proof of insurance, and they must submit to a secure volunteer background review.
- Only the student's parent with legal custody, the student's legal guardian, or those persons receiving approval\* may transport a student to a school activity pursuant to this policy. The student must be signed out in the presence of the coach, sponsor, or professional in charge.
  - \*If a student is to ride to or from an event with someone other than a parent/guardian, the student must have **Form 2: Parental Waiver of Liability Form** on file
  - Upon the conclusion of an event, students not travelling in county provided transportation must be signed out in the presence of the coach, sponsor, or professional in charge.
- The Grant County Board of Education and Grant County Schools Employees will not assume liability for any transportation provided by vehicles other than those made available by Grant County Schools.

**2.2. Curricular and Extra-Curricular Trips Where County Owned or Leased Vehicles are not utilized.**

- At times, students may travel with a parent, guardian, or approved volunteer driver to an event. This usually occurs when the distance is short or when the number of participants to be transported is so small the cost of using a bus is prohibitive. In such instances, the school employee in charge shall inform the principal of his/her intent to utilize this mode of transportation one week in advance of the event.

- If a parent/guardian is going to be transporting his/her son/daughter, or any other student/athlete to any event, the parent/guardian will need to fill out **Form 1: Private Transportation Request** and be approved by the Grant County Board of Education.
- If a student is going to be travelling with an approved volunteer, other than the parent/guardian, the parent guardian must complete a **Form 2: Parental Waiver of Liability Form**.
- Only one form(s) per school year will be required for students who participate in more than one activity or who participate in an activity that is comprised of multiple trips such as athletics, band, etc.

### 3.0 General Regulations

- These regulations shall be observed for approved trips which include, but are not limited to:
  - Athletic trips,
  - County sponsored events such as math/science field days, and,
  - Band and vocational trips.
- In these instances, the school employee in charge of the activity and the Grant County Board of Education's liability is limited to the period extending from the student's arrival at the event site until he/she is dismissed from the event by the person in charge. All other liability for the participant's safety lies with the parents or the approved volunteer.
- Parents are **STRONGLY** advised against allowing students to drive to events unaccompanied by his/her parents or other responsible adult.
- **At no time is a student permitted to ride as a passenger with another student.**



**Grant County Schools Policy 3175.AR**  
**Form 1: Private Transportation Request**

*For Parents/Guardians who request the ability to provide private transportation for Curricular and Extracurricular Trips*

**Parent/Guardian Information (please print)**

Parent/Guardian Name: \_\_\_\_\_ Student Name: \_\_\_\_\_

School: \_\_\_\_\_ School Year: \_\_\_\_\_

Home Address:  
\_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone : \_\_\_\_\_

**Please initial the following:**

\_\_\_\_\_ I have attached copies of my **drivers license** and **current proof of insurance**.

\_\_\_\_\_ I submit to a **School Volunteer background check** and understand it is my responsibility to initiate this process by going to: <https://bib.com/secureVolunteer/GRANT-COUNTY-SCHOOLS/>

Notes:

- The background review is standard for school volunteers and is focused on Criminal History, Sex Offender History, and Security Watch lists.
- The background information provided to GCS will be housed in the Office of Human Resources and not shared with individual schools. It is protected confidential information. School officials will only be told if volunteer applicants are approved or not approved at the district level.
- This review is done at NO cost to the volunteer applicant.

By signing below, I understand transportation may also be provided by the Grant County Board of Education and in these instances I am waiving the right to use Board provided transportation. I understand when I choose to transport student(s) in our personally owned vehicles, I release the Grant County Board of Education and The Board’s agents from any liability that may occur while traveling to/from activities.

**AT NO TIME IS A STUDENT ALLOWED TO RIDE AS A PASSENGER WITH  
ANOTHER STUDENT.**

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**(THIS FORM IS TO BE RETURNED TO THE SPONSOR OF THE ACTIVITY)**



**Grant County Schools Policy 3175.AR**

**Form 2: Parental Waiver of Liability Form**

*For Parents/Guardians who approve for their children to be transported in private transportation **other than their own** for Curricular and Extracurricular Trips*

**Parent/Guardian Information (please print)**

Parent/Guardian Name: \_\_\_\_\_ Student Name: \_\_\_\_\_

School: \_\_\_\_\_ School Year: \_\_\_\_\_

Home Address:  
\_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone : \_\_\_\_\_

**Please initial the following:**

\_\_\_\_\_ I understand The Grant County Board of Education and The Board’s agents’ liability is limited to the period from the student participant’s arrival at the event site until he/she is dismissed from the event by the coach, sponsor, or professional in charge.

\_\_\_\_\_ I understand and agree that my child/children may be transported in personal vehicles not owned or operated by the Grant County Board of Education.

\_\_\_\_\_ I understand The Board and The Board’s agents are not legally responsible for my child’s wellbeing when transported in personal vehicles.

\_\_\_\_\_ I understand persons providing personal means of transportation accept responsibility and hereby release The Board and The Board’s agents.

\_\_\_\_\_ I understand those approved to provide private transportation have been through background screening, provided proof of insurance and have been school and Board approved.

By signing below, I understand transportation may also be provided by the Grant County Board of Education and in these instances I am waiving the right to use Board provided transportation. I understand when I choose to allow my student to be transported in private vehicles with approved volunteers, I release the Grant County Board of Education and The Boards agents from any liability that may occur while traveling to/from activities.

**AT NO TIME IS A STUDENT ALLOWED TO RIDE AS A PASSENGER WITH ANOTHER STUDENT.**

Parent/Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_