

# OVERNIGHT TRIP PROCEDURES

PLANO INDEPENDENT SCHOOL DISTRICT

October 2019

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## Trip Approval

1. Consult with Principal and/or Curriculum Coordinator for approval prior to submitting a request to ensure the trip meets District travel standards.
2. Per District policy [FMG\(LOCAL\)](#), all overnight trips or day trips must meet administrative guidelines and shall be approved by the Superintendent or designee **before any fund-raising activities are planned or held**. All plans and preparations for such trips or events **must remain tentative until final approval is received**.
3. Trip destination sites must meet departmental guidelines and be based on distance, opportunities for student educational activities and cost. Student travel is limited to destinations within the contiguous United States. This limit includes student competitions that advance to a level where the hosting site is outside the contiguous United States.
4. Work through the District travel vendor, Arta Travel, or Group Travel Bid Vendor (ex. large groups) to secure estimates for all travel and hotel accommodations.
5. Identify accounts that will be used to fund the trip. If booster funds are being used, funds must be deposited into the group's school activity account. Payment must flow through the student activity account for liability purposes. The Donation Acceptance Form must be completed with each deposit.
  - a. If the deposit is \$10,000 or more, board approval is required.
6. Submit the Student Activities Travel Request form (<https://myforms.pisd.edu/Forms/StudentTravel> - Laserfiche form) at least 6 weeks in advance, when possible. Once the trip request has been approved, no modifications can take place without submitting a new travel request.

## Once Trip is Approved

### Student Travel Eligibility/Criteria

- Students must meet No Pass/No Play rule for eligibility.
- If applicable, student must be an active member of the group.
- All students must travel with the group and participate in the conference/competition itinerary (in its entirety) as finalized and approved by administration. Parent must complete and submit the Alternative Travel Form [[FMG\(EXHIBIT E\)](#)], if requesting an exception to this rule.

### Forms to be completed and submitted by parents:

1. District Student Travel Permission Form [[FMG\(EXHIBIT A\)](#)]
2. Emergency Card - Parent must print a hard copy via Parent Portal or sponsor must obtain a hard copy through the school nurse.
3. District Code of Conduct for Extra-Curricular Activities (this is needed only if a student traveling has not previously submitted a signed form)
4. Sponsor is required to consult with nurse to cross check the list of students attending to find any students with medical needs. For students with medical needs, the following additional forms must be completed. For large groups, more than one PISD staff member must be trained by the nurse to dispense or administer medication.
  - Off Campus Medication Guidelines
  - Off Campus Medication Request Form
  - Off Campus Medication Administration Form

## Adult Travel Eligibility/Criteria

- Sponsors/Advisors/Chaperones/Administrators are required to travel with the group and participate in the full itinerary as finalized and approved.
- Chaperones must be at least 25 years of age.
- Ratio must not exceed 12 students per adult chaperone for overnight trips. The sponsor is responsible for verifying the chaperones have completed all requirements prior to traveling.
- Spouses:
  - If traveling with the group, then the spouse must be a chaperone with chaperone responsibilities.
  - If the spouse does not have chaperone responsibilities, they must travel separately from the group to the destination. All costs associated with the spouse traveling should be the responsibility of the spouse.
- All District employees shall perform their duties in accordance with state and federal law, District policy, and ethical standards. [See [DH](#)(LEGAL), [DH](#)(LOCAL) and [DH](#)(EXHIBIT)]

## Forms to collect for chaperones:

1. District Volunteer & Criminal History
  - a. Ask administrator to check Approved Volunteer list to confirm chaperones are cleared.
  - b. For any chaperone who has not been cleared, provide chaperone with the link for the Volunteer Application (must be completed online - <https://www.pisd.edu/Domain/265>)
2. Review Chaperone Guidelines and complete Chaperone Travel Release [[FMG](#)(EXHIBIT H)]

## Chaperone and Administrator Information

1. Teacher sponsor:
  - a. If a teacher sponsor travels with one or two students, the teacher sponsor should inform the parent prior to the trip that there is only one/two students with one teacher.
2. Sponsor or parent chaperone:
  - a. Use of alcohol, tobacco or drugs are not allowed during the school trip.
  - b. Possession of weapons while serving as a chaperone is prohibited.
  - c. Any children belonging to a chaperone or sponsor, not part of the traveling group, must be accompanied by a non-chaperone or non-sponsor.
  - d. Persons who are not traveling as chaperones, sponsors or students may not ride chartered ground transportation.
3. District employees:
  - a. Administrator is attending as administrator to oversee the trip and respond to needs/emergencies, and should not have students assigned to the administrator.
  - b. If an administrator is required to attend, it is recommended the group raise enough funds for the trip costs, including the administrator and sponsor's travel costs.
    - i) When is an administrator required to attend?
      - (1) If overnight trip is within the metroplex, an administrator is not required to attend. A campus administrator must be designated as the point of contact for the trip and be available by phone.
      - (2) Overnight trips, which are outside the metroplex and have at least 30 students attending, must have an administrator.

- (3) For trips involving less than 30 students, the following should be considered in determining whether an administrator is needed:
  - (a) Number of students and sponsors/chaperones attending
  - (b) Activity schedule of the trip
  - (c) Distance of the trip destination

### Transporting PISD Students

In order to drive PISD students:

- The teacher must be an approved driver. (Contact the Office Manager)
- Only approved PISD staff can drive our students. Chaperones are not allowed to drive students, district vehicles or rented vehicles.
- All students must buckle up in all vehicles except buses without seat belts.
- Personal vehicles may not be used to transport students.
- All transportation must be booked through PISD or an approved vendor, and paid for through a district account.

### Alternate Travel Form Usage

This form must be used any time a student is using an alternate means of transportation other than the one provided by the District. [[FMG](#)(EXHIBIT E)]

### Information to Include in Trip Packet

- Trip Itinerary/Activities
- Hotel Information
- Money Needed
- Meals covered/Not covered
- Student Expectations
- Refund Policy
- Travel permission forms (including Emergency Card)
- **A detailed copy of the trip itinerary and contact information must be left with the school administration.**

### During the Trip

#### Accounting for students during the trip

- When traveling to and from the hotel to activities, etc. always do a head count to be sure that everyone is present. Conduct mini check-ins with chaperone and large group check-ins regularly.
- Depending on the size of group, the sponsor may want to divide the students up in small groups with chaperones acting as “group captains or leaders”.
- At the end of the day before bed checks, have a chaperone meeting to review the day. Go over details and the next day’s schedule so that chaperones can relay the information to their group as they do bed checks.
- A list of students, with room assignments, should be provided to all chaperones and staff on the trip.

## Sponsor Responsibilities

- Organize chaperone duties.
- Meet with chaperones regularly to review and debrief.
- Assist with room checks.
- Student Illness:
  - In the event a student becomes ill and requires medical attention, the sponsor or administrator (if on the trip) shall accompany the student.
- In the event students are traveling on multiple flights leaving at different times, a district employee must be on each flight.
- Follow campus emergency procedures as a guideline.
- Administer medication.
- Keep an administrator apprised of any concerns. (If an administrator is not traveling, make contact by phone.)
- Sponsors/Advisors/Students/Administrators are required to travel with the group and participate in the full itinerary as finalized and approved.

## After the Trip

All forms related to the trip shall be retained on campus for two years after the date of travel.

## Forms and Guidelines (attached)

### Students

1. [Donation Acceptance Form](#)
2. [Permission for Student to Participate in School-Sponsored Trips](#) [FMG(EXHIBIT A)]
3. [Guidelines for District Extracurricular Activities](#)
4. [Off Campus Medical Emergency and Medication Administration Administrative Guidelines](#)
5. [Off Campus Medication Request Form](#)
6. [Off Campus Medication Log](#)
7. [Release of Liability for Student Participation in School-Sponsored Trips via Alternative Transportation](#) [FMG(EXHIBIT E)]

### Chaperones and Sponsors

1. [Chaperones & Non-Employee Volunteers Traveling with Student Groups Administrative Guidelines](#)
2. [Release of Liability for Chaperone Participation in School-Sponsored Trips](#) [FMG(EXHIBIT H)]

### Transportation

1. [For-Hire and Ride-Sharing Transportation Services Administrative Guidelines](#)
2. [Motor Coach Rules](#)
3. [Transporting Equipment Out of State Administrative Guidelines](#)



## DONATION ACCEPTANCE FORM

<b>Date of Donation:</b>			
<b>Campus/Department Receiving Donation:</b>			
<b>Donor Name:</b>			
<b>Donor Address:</b>			
<b>City, State:</b>		<b>Zip:</b>	
<b>Phone:</b>		<b>Email:</b>	

<b>Value of Donation:</b>	<b>Cash \$</b> _____	<b>Non-Cash \$</b> _____
<i>For donations of supplies/equipment, please give a description of the items donated. (Model number, serial number, brand, etc.)</i>		
<b>If Donation involves additions or modifications to a PISD facility or grounds, complete the Request to Modify Campus/Grounds Section on Page 2 of this form.</b>		

### \*\*\* APPROVAL REQUIRED FOR ALL DONATIONS \*\*\*

**Per PISD Board Policy CDC:**

1. The Board delegates to the Superintendent the authority to accept unsolicited gifts on behalf of the District.
2. Any gift with a cost or market value of \$10,000 or more, or any gift of real property, shall require Board approval.
3. **Regardless of cost**, donations of the following items shall be reviewed by the Business Services department and other departments as applicable:
  - a. Computer and technology equipment;
  - b. Contracted services;
  - c. Equipment that requires additional electrical capacity or additional space; and
  - d. **Additions, removal or modifications of any district facilities, structures or grounds.**
4. Once accepted, a gift becomes the sole property of the District.
5. **ALL donations shall comply with Board Policy CDC (see *Criteria for Acceptance*).**

	Print Name	Signature	Date	Approved	Denied
Principal/Director					
Asst. Superintendent					
Facilities/Technology					
Other <i>(if applicable)</i>					
CFO/Business Services					
Board Approval Date <i>(if applicable)</i>					

## REQUEST TO MODIFY CAMPUS/GROUNDS RELATED TO DONATIONS

### MODIFICATIONS REQUESTED:

Area(s) to be modified	Specific Modifications Requested

### WORK TO BE COMPLETED BY:

		<i>Please Describe:</i>
<b>PISD Facilities Dept.</b>	<input type="checkbox"/>	
<b>PISD Campus Staff</b>	<input type="checkbox"/>	
<b>Other</b> <i>Please describe</i>	<input type="checkbox"/>	



<i>For Internal Use Only</i>	
Projected TOTAL cost of modifications:	\$
Projected maintenance and upkeep cost of modifications:	\$

*This page to accompany Donation Acceptance Form, page 1. Do Not submit without page 1.*



## HOW TO COMPLETE THE DONATION ACCEPTANCE FORM

1. Complete the top section of the form with the name, address, and phone number of the person making the donation to the District.
2. Enter the date the donation is being made or the date you receive the check or items.
3. List the name of the campus or department receiving the donation or where the donated items will be used.
4. For cash, the value entered should reflect the amount of the cash donation.
5. For non-cash donations, the Internal Revenue Service requires donors to value their items. This value should reflect a fair market value.
  - a. Fair market value (FMV) is the price that property would sell for on the open market. It is the price that would be agreed on between a willing buyer and a willing seller, with neither being required to act, and both having reasonable knowledge of the relevant facts.
6. For non-cash items, list a description of the item(s).
  - a. If the item has a serial number include that information. The description should include as much information as is available (model, brand, number of units, etc.).
7. The Principal or Department head receiving the donation will sign the bottom portion of the first page.
8. IF THE DONATION WILL REQUIRE MODIFICATIONS, ADDITIONS OR DELETIONS TO A DISTRICT FACILITY OR GROUNDS, PAGE 2 MUST BE COMPLETED.
9. List the areas to be modified (for example, new fencing for Baseball Field at XYZ High School, a new marquee sign at XYZ Elementary).
  - a. Provide as much information as is available.
10. Who will be completing the work associated with the donation? Are parents wanting to perform the work, are teachers wanting to perform the modifications, etc. Please note, ALL work performed on district facilities must flow through the Facilities Department.
11. Submit the completed form to the assigned FASTeam member in Financial Services.

Plano ISD  
043910  
STUDENT ACTIVITIES  
TRAVEL  
FMG(EXHIBIT)

EXHIBIT A  
(English version)

PLANO INDEPENDENT SCHOOL DISTRICT  
PERMISSION FOR STUDENT TO PARTICIPATE IN SCHOOL-SPONSORED TRIPS

Name of event: \_\_\_\_\_

Date(s) of event—Departure: \_\_\_\_\_ Return: \_\_\_\_\_

Destination: \_\_\_\_\_

I desire that my son/daughter be allowed to travel to and from the event listed above and to participate in this event.

Printed name of parent or guardian: \_\_\_\_\_

Signature of parent or legal guardian: \_\_\_\_\_

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

Printed name of student: \_\_\_\_\_

Signature of student: \_\_\_\_\_  
(if 18 or more years of age)

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

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**Note:** Student medical/emergency information card must be on file in the school office.

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## Plano Independent School District Guidelines for District Extracurricular Activities

Students involved in extracurricular activities are held to a higher standard of conduct than the general student body. Plano ISD views participation in extracurricular activities as a privilege not a right. Any student who violates the Student Code of Conduct shall be subject to extracurricular discipline and/or regular school district disciplinary action. This includes any misconduct, regardless of time or location, that would reflect negatively upon representing Plano ISD in an extracurricular activity. Students clearly involved in major disciplinary infractions (i.e. including, but not limited to, drugs, alcohol, and violent behavior) will be placed on probation, removed temporarily or permanently from extracurricular activities. Seasons of extracurricular activities may vary and could extend into the next school year. Discipline action may affect tryout eligibility for the next season.

Disciplinary measures taken by the sponsor/principal may be in one or more of three forms, defined as special assignments, probation, and dismissal.

Special assignments may consist of extra duties and may be assigned for minor disciplinary infractions.

Probation and/or dismissal from extracurricular activities will be for infractions involving alcohol, smoking, drugs, use of profanity, violence, and other serious offenses when the sponsor/principal believes the integrity and credibility of the organization has been jeopardized by the student's action. Probation may also be assigned when the student fails to comply with rules and regulations of the extracurricular activity. (Probation is defined as: A trial period in which a student is permitted to redeem bad conduct.)

The student may be dismissed from the extracurricular activity upon any major infraction, or during a probationary period. Prior to being dismissed from extracurricular activities, the student and parents will be notified of the reasons for the action. The student or his/her parents will be afforded the opportunity of a hearing with the sponsor and principal. The appeals process will be outlined at that time. Request for an appeal must be done in writing within 5 school days at each level of the appeals process. The student will not be eligible for any individual or team recognitions or awards that occur after the date of dismissal.

-----Separate and return the signed section to the sponsor-----

### **Extracurricular Activity Conduct Statement**

I understand and consent to the responsibilities outlined in the District's Student Code of Conduct and the guidelines above. I also understand and agree that my child shall be held accountable for the behavior and consequences outlined in the Student Code of Conduct at school, and at school-sponsored or school-related activities. Students involved in extracurricular activity are held to a higher standard of conduct. Plano ISD views participation in extracurricular activities as a privilege not a right. I understand that any student who violates the Student Code of Conduct shall be subject to disciplinary action. This includes any misconduct, regardless of time or location that would reflect negatively upon representing Plano ISD in an extracurricular activity.

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***Student Name (please print)***

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***Student Signature***

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***Parent Name (please print)***

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***Parent Signature***

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***Date***

**Plano Independent School District  
School Health  
Off Campus Medical Emergency and Medication Administration Administrative Guideline**

**Purpose**

The purpose of this guideline is to provide direction to school personnel in the distribution of medication when off campus.

**Program Coordinator**

Coordinator for District Health

**Responsibilities**

- Assure quality improvement by revising this guideline as required through the monitoring of training.
- Communicate with medical officer on issues related to quality of care.

**Environment/Settings**

- All off campus activities when students may need medication

**Applicable documents**

- Guideline
- Training checklists
- Off campus medication request form
- Plano ISD First aid manual
- Action Plan if applicable
- Physician orders if applicable

**Medical Control**

The medical officer will direct the following:

- Medical direction in the formulating of the guideline
- Review and approve the above
- Evaluation as needed

**Restrictions/requirements**

- Controlled substances must be counted by parent and PISD witness.
- Students will not self-carry medication except for emergency rescue medication with a release from physician and diabetic supplies and medications.

## **Staff Training and Preparation**

Training for the unlicensed personnel can be done by a Registered Nurse. Training and ongoing verification of training will be documented by the training checklist or verification of online training. Additional questions or concerns beyond Plano ISD training, should be directed to the school nurse, family and/or health care provider.

### **Training**

- Registered Nurse (RN) is the person responsible for the training.
- Unlicensed personnel may be trained by an RN.
- Training is done yearly and as needed throughout the year.
- Guidelines, physician orders/action plan and parent requests are to be reviewed prior to training and throughout the year for review.
- Competency checklist must be signed and dated yearly and periodically throughout the year as needed for verification of skills.
- Confidential Information is shared with other employees on a need to know basis.

### **Procedural Guideline for all medical emergencies**

1. If in transportation vehicle and medical emergencies occur, pull bus over and call 911, if cell phone available, for the following conditions. If at any time, the following occurs, call 911 and notify the parent:
  - a. Seizures
  - b. Unconsciousness or not breathing
  - c. Anaphylaxis
  - d. Difficulty breathing that is not relieved by rescue inhaler
  - e. Severe Bleeding
  - f. Any other medical condition that poses a threat to life
2. Allow student who is carrying own self-emergency medication to administer without delay.
3. Follow severe allergy and action plan training for Epinephrine auto injector.
4. Diabetic students are allowed to eat, drink and test blood sugar at all time.
5. If diabetic student indicates that they have hypoglycemia (low blood sugar) but does not have a source of sugar, provide quick acting source of sugar 15-20gm.
6. Follow diabetic action plan and training.
7. For asthma symptoms, allow student to use inhaler or nebulizer. Call 911 if respiratory distress continues after medication administration.
8. If directed by a 911 operator to begin CPR and no one has not been trained in CPR, begin pushing on middle of chest between nipple lines, hard and fast until become fatigued or trained medical help arrives (known as Hands Only CPR).

### **Procedural Guideline for medication administration for off campus field trips**

1. Principals will designate other school employees to administer medication while a student is involved in a school-related event, away from school property, and a nurse is not in attendance.
2. The school nurse will train the designated employee in medication administration. Documentation of training will be kept in school clinic.

3. The sponsoring teacher will alert the nurse at least one week prior to the field trip for preparation of students with health issues.
4. Written permission of the parent/legal guardian must be obtained prior to medication administration.
5. The nurse or clinic assistant will prepare the medication to be taken on the field trip.
  - a. Medication is to be properly labeled with the student's name, name of medication, dosage, time to be given, and route of administration.
  - b. A copy of the medication request form and the documentation log (on the back) should be sent with the medication. The documentation of administration will be kept with the other medication forms.
  - c. The nurse or clinic assistant will document - Field Trip (FT) on the daily log.

**Procedural Guideline for medication administration for off campus overnight trips**

1. Principals will designate other school employees to administer medication while a student is involved in a school-related event, away from school property, and a nurse is not in attendance.
2. The school nurse will train the designated employee in medication administration. Documentation of training will be kept in school clinic.
3. The sponsoring teacher will alert the nurse at least one week prior to the field trip for preparation of students with health issues.
4. Sponsoring teacher will send parent information for medication administration on overnight trips.
5. Parent will bring medication to sponsoring teacher.
6. Written permission of the parent/legal guardian must be obtained prior to medication administration.
7. Self-carry emergency medications are allowed, with written permission from parent, physician and school nurse.
8. No expired medication will be given.
9. Only medications in the original, properly labeled containers will be given.
10. All district medication policy and procedures will be followed during field trips and overnight camps.

**Medical Officer Signature:**

\_\_\_\_\_ Date: \_\_\_\_\_  
Physician Signature/PISD Medical Officer

**Plano Independent School District  
Off Campus Medication Request Form**

Student's Last Name	First Name	Drug Allergies	Grade	Teacher
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Please follow the guidelines below when bringing medication to school:

1. For student safety, all medication should be brought to the sponsoring teacher by the parent. Controlled substances must be counted by the teacher and parent. Medications are not provided by the school.
2. All medication must be in its original, properly labeled container with a written request signed by the parent/guardian.
3. Medication that has expired will not be given. If medication will be destroyed if not picked up by the parent.
4. Nonprescription, homeopathic medication, dietary supplements and herbal supplements will only be given in accordance with Plano ISD Board Policies FFAC(LEGAL) and FFAC(LOCAL).

Medication \_\_\_\_\_ Dosage \_\_\_\_\_

Time to be given \_\_\_\_\_

Number received \_\_\_\_\_ Parent Initials \_\_\_\_\_ Witness Initials \_\_\_\_\_

What is the condition for which this medication is required? \_\_\_\_\_

Any special instructions/precautions/side effects of this medication for your child? \_\_\_\_\_

By my signature below, I affirm that it is impossible to schedule the above-mentioned medication at a time other than school hours. I request that this medication be given by a school employee. I acknowledge that I will not hold the Plano ISD, Board of Trustees, and/or District employees liable for damages or injuries resulting from administration of this medication (prescription/nonprescription/ homeopathic/over-the-counter), dietary supplement and/or herbal supplement.

**Parent/Guardian Authorization for School Staff to Communicate Health Information**

*I authorize the District's designees, including District medical professionals and UAPs, to share/obtain my student's health related information with the medical health professional or health care provider identified above to plan, implement or clarify actions necessary in the administration of school-related health service such as but not limited to: emergency care, care for any documented diagnosis, medical treatments as outlined in a student's IHP, 504 plan, IEP, or other PISD form requesting for school health care services. By signing this Authorization, I readily acknowledge that the information used or disclosed pursuant to this Authorization may be subject to re-disclosure by designees authorized herein and the person(s) with whom they communicate, and no longer be protected by the HIPAA rules. I realize that such re-disclosure might be improper, cause me embarrassment, cause family strife, be misinterpreted by non-health care professionals, and otherwise cause me and my family various forms of injury. I hereby release any Health Care Provider that acts in reliance on this Authorization from any liability that may accrue from releasing my child's Individually Identifiable Health Information. School-related health services described herein shall not be provided to a student without the required consent of the parent/guardian, as outlined herein.*

Physician Name \_\_\_\_\_ Phone Number: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Date: \_\_\_\_\_

Plano Independent School District  
Off Campus Medication Log

Student's Name	Medication and Dose	Sun. date	Mon. date	Tues. date	Wed. date	Thurs. date	Fri. date	Sat date	Comments

Staff Signature: \_\_\_\_\_ Initials:\_\_\_\_\_

Staff Signature: \_\_\_\_\_ Initials: \_\_\_\_\_



PLANO INDEPENDENT SCHOOL DISTRICT  
RELEASE OF LIABILITY FOR STUDENT PARTICIPATION  
IN SCHOOL-SPONSORED TRIPS VIA ALTERNATIVE TRANSPORTATION

Name of activity: \_\_\_\_\_

Grade level/group attending: \_\_\_\_\_

Date(s) of event—Departure: \_\_\_\_\_ Return: \_\_\_\_\_

Destination: \_\_\_\_\_ City: \_\_\_\_\_

TRAVEL RELEASE

I desire that my student be allowed to participate in the activities and travel to and from the activities of the group listed above. Although school transportation is provided to and from the activities, I desire that my student participate in and travel to and/or from the activities via an alternative mode of transportation. This alternative mode is with my student's parent or legal guardian, by use of his or her personal legal driver's license, or through other means of travel which I have arranged and approved. Students are not permitted to ride with other students driving unless they are siblings. While Plano ISD recommends that students stay with the group whose functions they are attending, Plano ISD will attempt to accommodate parents' requests in specific circumstances.

I fully understand and my student fully understands that transportation to and from the events attended by the group listed could create risk to the health or safety of my student. I understand that if my student leaves the group, Plano ISD will have no ability and no responsibility to protect my student. I further recognize that my student may be at risk when travelling unaccompanied by Plano ISD-affiliated person(s), but I have independently evaluated my student's ability to travel outside of the group and determined that my student is capable of making sound decisions and being responsible for the safety of their person and their belongings. I understand that Plano ISD does not recommend that a student leave the company of the group and I am opting to have my student leave the group anyway.

Accordingly, I, the undersigned, assume full and complete responsibility for any injury or accident or loss to person or property that may occur to my student while traveling to or from the activities in transportation not provided by the District. In consideration of Plano Independent School District allowing my child to participate in the activities of the above referenced group and other good and valuable consideration, the receipt of which is acknowledged, **I release and waive all claims, including, but not limited to, those for personal injury, wrongful death, loss of property, or any other claim, that I or my student may have against the Plano ISD, its Board of Trustees, employees, agents, and representatives resulting, in whole or part, from my student traveling to and from the events attended by the group listed above while traveling in transportation not provided by the District, including, but not limited to, claims of negligence, whether sole,**

**joint, contributory or otherwise, against the District or claims against the District arising under the Texas Torts Claims Liability Act.** The release and waiver will be binding on my heirs, legatees, administrators, and assigns.

Printed name of parent or guardian: \_\_\_\_\_

Signature of parent or legal guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name of student: \_\_\_\_\_

Signature of student: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name of sponsor/coach: \_\_\_\_\_

Sponsor/Coach signature: \_\_\_\_\_

Printed name of administrator: \_\_\_\_\_

Administrator signature: \_\_\_\_\_

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

\_\_\_\_\_  
**Note:** Student medical/emergency information card must be on file in the school office.

\_\_\_\_\_



**Employee Services  
Benefits and Risk Management**

**Student Travel**

---

**Chaperones & Non-Employee Volunteers  
Traveling with Student Groups**

---

**Administrative Guidelines**

Please refer to the guidelines below when chaperones and non-employee volunteers travel with a student group:

- Only authorized chaperones, students, and PISD staff members are permitted as passengers in district owned or leased vehicles.
- Children who are not part of the traveling student group, or other relatives of chaperones or PISD staff are prohibited from riding in district owned or leased vehicles, unless they are authorized adult chaperones.
- An authorized chaperone must be approved by the appropriate campus and/or department to act as a chaperone for the group attending the trip.
- A Release of Liability for Chaperone Participation in School-Sponsored Trips (Chaperone Release Form) should be completed. [See FMG(EXHIBIT)-Exhibit H]
- All chaperones and volunteers must be cleared by a criminal history record check prior to involvement with students. [See GKG(LEGAL)]
- Unless defined by the role, if a volunteer chaperone is not the parent, legal guardian or grandparent of a student participating in the event, the following age requirements apply:
  - **Elementary School** chaperones must be 21 years of age or older for day trips and 25 years of age or older for overnight field trips (i.e. 5<sup>th</sup> grade camp).
  - **Middle School** chaperones must be 25 years of age or older for all field trips and school events.
  - **High School/Senior High School** chaperones must be 25 years of age or older for all field trips and school events.
- **All Overnight Field Trip Chaperones must be at least 25 years of age.**
- Siblings may only serve as chaperones if they are the legal guardian of a student participating in the event, or if they meet the minimum age requirements stated above.
- A Travel Authorization Request for the school sponsored trip must be submitted and approved by the appropriate PISD staff and departments.
- All other district guidelines and policies in place regarding student travel should be followed. This includes, but is not limited to district policies FMG (LOCAL) and FMG(EXHIBIT).

Plano ISD  
043910  
STUDENT ACTIVITIES  
TRAVEL  
FMG(EXHIBIT)

EXHIBIT H  
(English version)

PLANO INDEPENDENT SCHOOL DISTRICT  
RELEASE OF LIABILITY FOR CHAPERONE PARTICIPATION  
IN SCHOOL-SPONSORED TRIPS

Name of activity: \_\_\_\_\_

Grade level/group attending: \_\_\_\_\_

Date(s) of activities—Departure: \_\_\_\_\_ Return: \_\_\_\_\_

Destination: \_\_\_\_\_ City: \_\_\_\_\_

TRAVEL RELEASE

I desire that I be allowed to participate in the activities as a chaperone and travel with the group to and from the activities listed above.

I fully understand that transportation to and from the events attended by the group listed could create risk to my health or safety. I, the undersigned, assume full and complete responsibility for any injury or accident that may occur to me while traveling to or from the activities in transportation provided or not provided by the District. In consideration of Plano Independent School District allowing me to participate in the activities of the above-referenced group and other good and valuable consideration, the receipt of which is acknowledged, **I release and waive all claims that I may have against the District, its Board of Trustees, employees, agents, and representatives resulting, in whole or part, from my travel to and from, and attendance at and/or participation in, the events attended by the group listed above, whether traveling in transportation provided or not provided by the District, including, but not limited to, claims of negligence, whether sole, joint, contributory, or otherwise, against the District or claims against the District permitted under the Texas Tort Claims Liability Act.** The release and waiver will be binding on my heirs, legatees, administrators, and assigns.

Printed name of chaperone: \_\_\_\_\_

Signature of chaperone: \_\_\_\_\_ Date: \_\_\_\_\_

Sponsor/Coach signature: \_\_\_\_\_

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



*Plano Independent School District*

*Human Resources Division  
Benefits and Risk Management*

## **Student Travel**

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# **For-Hire and Ride-Sharing Transportation Services**

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## **Administrative Guidelines**

Please refer to the guidelines below when considering ground transportation for student group travel:

- Ride-Sharing transportation services such as Uber, Lyft, and Sidecar should not be used to transport sponsors and students due to potential liability issues and safety concerns.
- If For-Hire transportation services are necessary during district sponsored travel, the group should use commercial and public transportation modes such as taxis, city busses, and trains.
- A Travel Authorization Request for the school sponsored trip must be submitted and approved by the appropriate PISD staff and departments.
- All other district guidelines and policies in place regarding student travel should be followed. This includes, but is not limited to district policies FMG (LOCAL) and FMG (EXHIBIT).

# **MOTOR COACH RULES**

**IN ORDER TO MAKE ANY GROUP TRIP AS SAFE AND PLEASANT AS POSSIBLE, THE FOLLOWING GUIDELINES ARE TO BE OBSERVED BY ALL STUDENT, STAFF, AND SPONSOR/CHAPERONE GROUPS WHEN USING A MOTOR COACH.**

1. All decisions pertaining to the operation of the motor coach will be made by the driver based on legal requirements and company policy.
2. It is the driver's determination when and where fuel stops shall be made in accordance with the company's policy.
3. The driver will determine where the bus may be safely stopped during emergencies on the road and where it may be parked at other times.
4. Staff should have a student roster available for each bus and should check for student attendance before departure and at arrival.
5. It is primarily the responsibility of the bus driver to load and unload luggage and other items from the luggage/cargo bays of a charter bus. Student loading crews may assist with the loading of equipment, but are not permitted to enter the cargo bay for any reason. Only adults (bus driver, staff member or adult chaperone) may enter the luggage/cargo bay.
6. Students, chaperones, and staff must never open or close luggage bay doors of a charter bus.
7. Staff shall ensure that students do not load or unload luggage or other items from the luggage bays, or otherwise enter the luggage bay of a charter bus.
8. Students, chaperones, and staff should not enter any area of the bus if the bus driver is not present.
9. Staff shall have the cell phone number of the bus driver available at all times, and shall notify the bus driver immediately if they notice any area of the bus as unsecured or non-supervised.
10. Allowing food and drinks inside the bus is a privilege granted by the motor coach company and may be rescinded at the discretion of the driver. Should the driver determine that this privilege is being abused, all food and drink will be placed in the baggage area and passengers will have access only during scheduled stops. A clean-up and damage fee will be assessed if necessary.
11. Staff and chaperones are responsible to see that passengers put trash in containers provided by the driver and if necessary pick up food and drink trash left by the their group.
12. Deviation from the itinerary that was presented to the bus company may result in extra costs. Once the trip is in progress, additional itinerary changes may result in greater mileage costs or determined to be impossible if it conflicts with the legal duty time required by the driver.
13. Passenger behavior on the bus is the responsibility of staff and chaperones. Safety requirements determine that all passengers should be seated while the bus is in motion; it is the responsibility of the staff and chaperones to see that this rule is enforced. If the staff and chaperones cannot enforce this rule, the driver may park the bus and remain parked until it is enforced.
14. Commercial bus drivers are strictly regulated as to driving hours in order to comply with the legal requirements for safety. This requires close cooperation between the commercial bus company and the activity group to insure compliance.
15. In addition to any other instructions/briefings currently being provided to students and chaperones at the beginning of a charter bus trip, the guidelines listed above shall be reviewed with all students and chaperones prior to the departure of the bus.

**Employee Services**  
**Benefits and Risk Management**

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## **Transporting Equipment Out of State**

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### **Administrative Guidelines**

Please refer to the guidelines below when considering transporting equipment out of the State of Texas:

- Plano ISD owned, leased, or rented vehicles should only be driven out of state under circumstances approved by administrators.
- A parent should never be allowed to drive musical instruments or any other equipment out of state without the proper authorization and driving record approval from Risk Management.
- Under no circumstances should a parent transporting equipment be allowed to transport any student.
- If it is necessary to transport equipment out of Texas, the campus is encouraged to hire a professional moving company. The company hired should be a district approved vendor. The selected vendor must have a Certificate of Liability Insurance meeting all PISD requirements on file with the district.
- A Travel Authorization Request for the school sponsored trip must be received and approved by the appropriate PISD staff, departments and the Benefits and Risk Management Department.

The Student Travel Request must be submitted online at [www.pisd.edu](http://www.pisd.edu). Go to For Staff then to the PISD Webdesk under Staff Quick Links. Use your PISD login to sign in and click on Student Travel Request.

- All other district guidelines and policies in place regarding overnight and/or out of state travel should be followed. This includes, but is not limited to district policies FMG (LOCAL) and FMG (EXHIBIT).