



Chico Unified School District

1163 East Seventh Street, Chico, CA 95928-5999
(530) 891-3000

**Administrative
Regulation:**

#3541.1

Section: 3000

**Business and
Noninstructional
Operations
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FIELD TRIPS AND INTERSCHOLASTIC ATHLETIC TRIP PROCEDURES

Field Trips and Special Activities

District transportation services may be provided when funding is available for school field trips, co-curricular and extracurricular activities. Additionally, the staff may, as approved by the principal, utilize private vehicles to transport students for school activities. The owner of a private vehicle may provide the service on a volunteer basis or be reimbursed for expenses incurred on a per-mile basis. All field trips and special activity trips will comply with all applicable laws and District policy, procedure and regulations. All trips shall be appropriately supervised.

Expenses for Field Trips

All field trip expenses will be charged to the school/department requesting the service.

The mileage for all trips will be calculated as follows:

Mileage from the bus garage to the requesting school site + mileage from school site to field trip destination + return mileage to the school site + mileage from requesting school to the Bus Garage = Total Mileage

A mileage rate will be established and reviewed on an annual basis. Modifications to the mileage rate will be based on the prior year's actual expenses.

The total cost for the trip will be calculated as follows:

(Total Mileage x mileage rate) + (Driver Hourly Rate x # of hours for trip)

Charges for an overnight trip will be the same as a single day trip. A bus driver will not be paid for the time the driver is relieved of duties in the evening until duties are resumed the following day. The driver is guaranteed a minimum of eight hours per day for an overnight trip. Driver expenses will also include reasonable costs for lodging and a meal(s) if the driver is relieved of duties.

For budgeting purposes, a mileage list to the most common destinations will be provided to all school sites.