

**SCHOOL USE OF CORPORATION VEHICLES**

The transportation for all field and other Corporation-sponsored trips is to be by vehicles owned by the Corporation and driven by approved corporation drivers.

The Corporation will assume the vehicle cost for all trips including co-curricular, athletic and other extra-curricular trips, but the cost of the driver is to be paid by the sponsoring organization or from the designated fund.

Transportation may be limited by the availability of vehicles, drivers, and scheduling.

All field trips shall be supervised by members of the staff. All other Corporation-sponsored trips shall be supervised by either staff members or adults from the sponsoring organization. Any time students are in the vehicle, at least one (1) sponsor, chaperone, or staff member is expected to ride in the vehicle as well as to supervise students upon return to the Corporation and while they are waiting for rides home. The number and qualifications of adult chaperones under this policy may be determined by the Superintendent of Schools. Also, adults may be transported under this section if:

- A. the activity attended by the adults involves the participation of school children in an educational or extra-curricular activity;
- B. the transportation originates from a place within the geographical limits of the Carroll Consolidated School Corporation; and
- C. the trip does not involve more than four hundred (400) miles of travel round trip in state or one hundred (100) miles of travel one way out of state.

All students are expected to ride the approved vehicle to and from each activity. Seatbelts must worn by all drivers and/or passengers whenever riding in a vehicle that is equipped with seatbelts. A special request must be made to the staff member or sponsor by the parent, in writing, to allow an exception.

The Superintendent shall prepare administrative guidelines to ensure that all transportation is in compliance with Board policy on use of Corporation vehicles.

I.C.20-27-9-6 et seq.