

## **Policy 710 CO-CURRICULAR TRANSPORTATION**

### **I. PURPOSE**

The purpose of the policy is to make clear to students, parents, and staff Northfield Public Schools policy regarding co-curricular transportation.

### **II. GENERAL STATEMENT OF POLICY**

The district may provide transportation for co-curricular activities. The determination as to whether to provide transportation for students, spectators or participants to and from co-curricular activities shall be made solely by the school district administration. This determination shall include, but is not limited to, the decision to provide transportation, the persons to be transported, the type or method to be utilized, all transportation scheduling and coordination, and any other transportation arrangements or decisions. Employees who are involved in co-curricular activities shall be advised by the administration as to the transportation arrangements made, if any.

### **II. ARRANGEMENT OF CO-CURRICULAR TRANSPORTATION**

School district employees shall not undertake independent arrangement, scheduling or coordination of transportation for co-curricular activities unless specifically directed or approved by the school district administration. All transportation arrangements made by a school district employee must be approved by a building administrator. If the school district makes no arrangements for co-curricular transportation, participating students and their families who wish to participate are responsible for arranging for or providing their own transportation.

### **III. NO EMPLOYEE TRANSPORTATION OF STUDENTS WITH PERSONAL VEHICLES**

An employee must not use a personal vehicle to transport one or more students except as provided herein. However, employees may make appropriate transportation arrangements for students as necessary in an emergency or other unforeseeable circumstance.

In a nonemergency situation, an employee must get prior, written approval from the administration before transporting a student in a personal vehicle. If a school vehicle is available, the employee will use the school vehicle. The administration has the sole discretion to make a final determination as to the appropriate use of a personal vehicle to transport one or more students.

If any emergency transportation arrangements are made by employees pursuant to this section, the relevant facts and circumstances shall be reported to the administration as soon thereafter as practicable.

All vehicles used to transport students shall be properly registered and insured.

### **IV. TRANSPORTATION TO AND FROM TEAM EVENTS**

In cases when the school district has arranged for transportation for out-of-town co-curricular team activities, students who are team members are expected to ride the team

bus to and from the event. Parents/guardians wishing to transport their child home from an event may do so after signing-out their child with the coach or staff member in charge of the specific group. Upon request, parents may be required to provide identification to the school staff member in charge of the group when picking up their child from the event.

## **V. FEES**

In its discretion, the school district may charge fees for transportation of students to and from co-curricular activities conducted at locations other than school, where attendance is optional.

### **Policy 710 Co-Curricular Transportation**

Adopted: 09.22.2008; Non-Substantive Update: 10.04.2022

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

**Legal References:** Minn. Stat. § 123B.36 (Authorized Fees)  
Minn. Stat. § 169.011, Subd. 71(a) (Definitions)  
Minn. Stat. § 169.454, Subd. 13 (Type III Vehicle Standards)

**Cross References:** MSBA/MASA Model Policy 610 (Field Trips)  
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)