

Math and Science Academy

Orig. 1995

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710 EXTRACURRICULAR TRANSPORTATION

I. PURPOSE

The purpose of this policy is to make clear to students, parents, and staff Math and Science Academy's (MSA) policy regarding transportation for extracurricular activities.

II. GENERAL STATEMENT OF POLICY

Transportation to and from all extracurricular activities is the full responsibility of the MSA student and their family. MSA will not be held liable for incidents that occur while a student is being transported to an event, if that student is not using MSA provided transportation. Annually, all MSA families must fill out a Student Extracurricular Transportation Waiver Form for each student enrolled at MSA.

The determination as to whether to provide school transportation for students, spectators, or participants to and from extracurricular activities shall be made solely by MSA's 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 extracurricular activities shall be advised by MSA's administration as to the transportation arrangements made, if any.

Rules of conduct, discipline, and all other MSA policies applicable to students and employees apply to students and employees while engaged in extracurricular activities, as well as all state and federal laws.

III. ARRANGEMENT OF EXTRACURRICULAR TRANSPORTATION

MSA employees shall not undertake independent arrangement, scheduling, or coordination of transportation for extracurricular activities unless specifically directed or approved by an MSA Director or Assistant Director. All transportation arrangements made by a MSA employee must be approved by an MSA Director.

If MSA makes no arrangements for extracurricular transportation, the families of MSA students who wish to participate in extracurricular activities are responsible for arranging for or providing their own transportation.

IV. NO EMPLOYEE TRANSPORTATION OF STUDENTS WITH PERSONAL VEHICLES

An MSA employee must not use a personal vehicle to transport one or more students except as provided herein. Employees may make appropriate transportation arrangements for students as necessary in an emergency or other unforeseeable circumstance but are not required to do so (*See Section VI*).

In a nonemergency situation, an employee must get prior, written approval from an MSA Director or Assistant Director before transporting a student in a personal vehicle. An MSA Director or Assistant Director has the sole discretion to make a final determination as to the appropriate use of a personal vehicle to transport one or more students.

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

V. TRANSPORTATION BY STUDENT DRIVERS

Students driving to extracurricular activities should be discouraged. MSA will not be held liable for incidents that occur while driving if a student drives to an activity or event.

VI. EMERGENCY SITUATIONS

In the event of an emergency situation during an extracurricular activity, an MSA employee or activity leader will do the following:

- A. Call 911, if necessary. The student's parent/guardian is responsible for any expenses incurred (i.e. ambulance, hospital, doctor, etc.)
- B. Contact the student's parent/guardian if they are not present at the phone number on file for the student.
 1. The parent/guardian is responsible for providing transportation if the student must leave the activity early due to the emergency incident.
 2. If the parent/guardian is unavailable to provide transportation themselves, the parent/guardian must make any necessary arrangements to secure transportation for their student.
 3. MSA is not required to make any transportation arrangements for the student.

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

VII. FEES

In its discretion, MSA may charge fees for transportation of students to and from extracurricular activities conducted at locations other than MSA, where attendance is optional.

Legal References: Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 169.011, Subd. 71(a) (Definition of a School Bus)
Minn. Stat. § 169.454, Subd. 13 (Type III Vehicle Standards – Exemption)

Cross References: MSBA/MASA Model Policy 610 (Field Trips)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA Service Manual, Chapter 2, Transportation