

STANDARD OPERATING PROCEDURE ATHLETIC/STUDENT ACTIVITIES TRAVEL

PURPOSE: To establish procedures for scheduling travel related athletic or student activities.

PROCEDURES:

The first consideration when establishing travel for students is to make arrangements that least impact the educational program of the students involved yet maintain effective security and safety considerations. The following is to be used as a guide when making travel arrangements. The District Superintendent, or designee, must review/approve any deviation from this SOP. Where DSO Approval is noted the superintendent, or designee, must grant permission to use that option.

For Friday Competitions – Bus Travel:

1. For events beginning after school, or later, and travel of 3 hours or less, after 1200 Friday departure from school (.5 day class attendance)
2. For events beginning prior to 1600, travel time and school attendance must be considered.
3. For events beginning after school on Friday and travel of 5 hours or less, Friday morning departure (limited or no class attendance that day)
4. For travel of more than 5 hours, travel may commence anytime after classes conclude on Thursday

For Friday Competitions – Plane Travel:

Priority Travel Departures (Budget considerations and air travel costs must be considered and may impact this priority list)

1. Day of Competition
2. After classes conclude on Thursday (students attend all Thursday classes)
3. After 1200 on Thursday from school (.5 day class attendance) **(DSO Approval required)**
4. Thursday morning from school (some class attendance) **(DSO Approval required)**
5. Thursday morning from school (no class attendance that day) **(DSO Approval required)**
6. Anytime after classes conclude on Wednesday **(DSO Approval required)**
7. Any other departure time **(DSO Approval required)**

For Saturday Competitions – Bus Travel:

1. For travel of less than 4 hours, depart day of competition
2. For travel of 4/5 hours, depart after school on Friday
3. For travel of 6-8 hours, depart noon on Friday
4. For travel of more than 8 hours, travel may commence anytime after school on Thursday

For Saturday Competitions – Plane Travel:

Priority Travel Departures

1. Day of competition
2. After classes conclude on Friday (students attend all Friday classes)
3. After 1200 on Friday from school (.5 day class attendance) **(DSO Approval required)**
4. Friday morning from school (some class attendance) **(DSO Approval required)**
5. Friday morning from school (no class attendance that day) **(DSO Approval required)**
6. Anytime after classes conclude on Thursday **(DSO Approval required)**
7. Any other departure time **(DSO Approval required)**

For Competitions Held on Monday-Thursday (excluding District and Divisional playoffs)

Priority Travel Departures all day of:

1. After classes conclude
 2. Miss last period of day **(DSO Approval required)**
 3. Miss last two periods of school day **(DSO Approval required)**
- ** No other participation in competitions held on a Monday-Thursday may be considered.

Return Travel – All Cases:

Should commence as soon as appropriate/feasible following the conclusion of the competition. Budget considerations and air travel costs must be considered and may impact departure times and dates.

Travel Deviation:

Any/all travel deviations must be coordinated and approved through the school principal, athletic director, and transportation office.

Piggybacking Travel:

1. Schools who have corresponding schedules are required to coordinate travel by piggybacking teams in travel plans. Any deviation from this plan needs to be coordinated through the transportation office and have DSO approval.
2. Any/all travel deviations to piggyback travel once travel has commenced must be coordinated and approved by school principals from all affected schools as well as the transportation office.

Chaperones:

It is recommended that a ratio of 1 adult for each 10 students/athletes be maintained for all travel.

Managers:

1. It is recommended that one manager per team travel.
2. It is recommended that coaches should encourage same sex managers for athletic teams.



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