

Business and Noninstructional Operations

Educational Travel Program Contracts

The Board of Education believes that field trips and other travel opportunities for students are a valuable tool in supporting classroom instruction and enrich students' learning about places, cultures, and events. The District may contract with a qualified person, partnership, corporation, or other entity for educational travel services. Any such contract shall be submitted to the Board for approval and/or ratification.

All schools must inform the Board of Education in advance of any trips, even if held during breaks, in which students and staff are attending, and such trips must be approved by the Superintendent or designee. All trips that are held on any part of an instructional day must adhere to Board Policy 6153 - School Sponsored Trips and Administrative Regulation 6153 - Field Trip Procedures.

The Superintendent or designee shall establish procedures for selecting the highest quality vendor, taking into account student safety, quality of the educational program, and fiscal integrity.

The Superintendent or designee shall ensure that each contract is in writing and includes all of the following: (Business and Professions Code 17554)

1. The travel organization's name, trade or business name, business address, business telephone number, and a 24-hour emergency contact telephone number, pager, voice mail, or other method of 24-hour communication
2. A detailed description of:
 - a. Services to be provided as part of the program
 - b. Agreed cost for the services
 - c. Whether or not the educational travel organization maintains insurance that supplies coverage in the event of injury to any student traveler, including the type and amount of coverage, the policy number and issuer, and the name, address, and telephone number of the person or organization able to verify coverage
 - d. Any additional costs to students
 - e. Any experience and/or training requirements to be met by the educational travel organization's staff who will accompany students on the educational travel program

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3. The educational program being contracted for, including a copy of all materials to be provided to students
4. The number of times the educational travel program or a substantially similar educational travel program has been conducted by the organization and the number of students who completed the program
5. The length of time the organization has either been arranging or conducting educational travel programs, and, at the option of the organization, other travel services with substantially similar components
6. The name of each owner, officer, general partner, or sole proprietor of the organization
7. Whether any owner or principal of the organization has had any judgment entered against him/her, made a plea of nolo contendere, or been convicted of any criminal violation in connection with the sale of any travel services for a period of 10 years predating the contract

Legal Reference: Education Code, Sections 35160; 35160.1
Business and Professions Code, 17540; 17550.9; 17552-17556.5

Policy Adopted: 02/04/2003

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