

Summer Travel

JQ-R-3

To demonstrate its support of staff members, in their dedication to CCSD#1 student activities in the off-season, the board will allow each town to use school owned, non-reimbursable vehicles for summer transportation. Travel requests must be submitted to the high school principal, in advance, by completing the “Non-School Use Vehicle Request”. Guidelines are:

1. Summer travel will follow the same rules as in-season travel. Student conduct on activities must be above reproach at all times.
2. The use of tobacco, alcohol and other illegal or controlled substances will not be allowed at any time on school premises or on school-sponsored trips and activities. (Possession at school or at school functions is considered the same as use.) Refer to Student Conduct JFC-R for specifics concerning consequences.
3. Coaches and supervisors will make no exceptions in the enforcement of rules, will employ all reasonable means of supervision, and will investigate rigorously, fairly and impartially all reports of rule violations.
4. Meals will not be provided by the district; however, meal costs can be paid from the appropriate student activity account.
5. The organization will use the district fuel card and reimburse the district for fuel.
6. During the summer months, from the last day of one school year to the first day of the next school year, each high school is eligible to use school district vehicles for up to 1000 miles. Any combination of activity trips may qualify; however, total mileage for the summer, per secondary, may not exceed 1000.
7. All miles exceeding the 1000 mile limit will be reimbursed to the district at the state rate.
8. The organization must use school-owned, non-reimbursable vehicles. Organizations requiring buses will need to pay the state rate for bus travel and the driver’s wages.

Adopted: February, 2018

Crook County School District #1
Non-School Use - Vehicle Request
 (refer to JQ-R-3)

School/Organizational Name _____

Activity/Event _____

Destination _____ Estimated Round-trip Mileage _____

Date of Activity/Event _____ Leave Time _____

Date of Return _____ Return Time _____

Type of vehicle requested _____ # Students _____

Chaperones/Coach(s) _____

Special Instructions/Explanations _____

 Requester's Signature

 Date of Request

APPROVED _____

NOT APPROVED _____

 Superintendent or designee

 Date

Driver Assigned ___ Yes ___ No

Vehicle Assigned _____

 Transportation Coordinator

 Date

Central Office Use Only - Invoicing Information

_____ Driving hours at \$ _____ per hour \$ _____

_____ Benefits on above \$ _____

_____ Gallons of fuel used at \$ _____ per gallon \$ _____

_____ Miles driven at current rate of \$ _____ \$ _____

(rate as set by the Wyoming Dept. of Education)

TOTAL TRIP CHARGE \$