



KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Policy Review Committee Meeting
September 8, 2014
12:15 PM
Homer High School Library

AGENDA

- I. Call to Order
- II. Approval of notes from Policy Meeting of July 7, 2014 Page 3
- III. Information items
 - a. Information on BP 3510 Operation and Maintenance of Plant
 - i. Dave was looking into what method(s) are used to stay on schedule. Dave was also checking what exactly we report to the State and how cumbersome it would be to post.
- IV. Exhibits

For your information, the following exhibit changes are in your information packet.

 - a. *E 0411 Service Animals – Development of guidelines to implement the board policy, including procedures to request the use of a service animal*.....Page 6
- V. Previous discussions
 - a. *BB 9320 – Meetings*.....Page 9
 - i. Discussion on meeting time change to 6:00pm and participation by teleconference.
 - ii. AASB Policy attachedPage 11
 - b. *BP 3510 – Operation and Maintenance of Plants* Page 13
 - i. Report on what we are reporting to the state. Reporting this information to the board as an information packet.
 - c. *BP and E 3344 – Remote Site Living Expenses*.....Page 14
 - i. *Draft E 3344*.....Page 15
 - d. *BP 3471 and AR 3471 Equipment Reserve Fund*.....Page 17

- i. Language inserted at the request of Lynn Hohl
- e. *AASB 3511 Energy Conservation*.....Page 20
 - i. Dave was researching what cost saving methods the Borough uses.
- f. *BP 3512 – Equipment*.....Page 21
 - i. Additional discussion needed

VI. New

- AASB 3514 – Environmental Safety*.....Page 22
- BP 3541.1 and AR 3541.1 – School-Related Trips*.....Page 23
- E 3541.1(a) - Driver Registration Form*.....Page 27
- E 3541.1 (b) – Private Vehicle Transport Safety Check*.....Page 28

VII. Review of Section 3000

- a. Continue reviewing SECTION 3000 Review - begin with BP 3360

Please bring your laptop

For most current agenda refer to http://www.kpbsd.k12.ak.us/students_parents.aspx?id=8922

Board Policy Review Committee Meeting Notes
Borough Conference Room C, 12:30 PM
Meeting Notes

Date/Time: July 7, 2014 1:04 PM

Lynn Hohl – Present	Guests:
Marty Anderson – Absent	Sean Dusek
Dan Castimore - Present	Laurie Olson
Dave Jones – Present	Tim Vlasak
Sarge Truesdell - Present	Natalie Bates
	Steve Atwater

Approval of Notes: The notes from June 2, 2014 meeting were approved with the requested changes.

- *BP 3344 and AR 3344 - Recruiting re: remote living expenses*
 - *Dave will add certified staff and draft the Exhibit for the next meeting.*
- *BP and AR 3311- failure to file Sales Taxes – received written response from Holly Montague, KPBSD has a policy that allows for withholding sales tax. Dave will ask purchasing to add the appropriate language to our requests for bids. Ready to move to the next worksession.*

NEW –

- *BP 0510 – School District Report Card – okay to move forward to the next worksession.*
- *AR 0510 – School District Report Card – both versions have added reference to the statute. In removal of the HSGQE aligns with the statute.*
 - *Version 1 – school board changes in yellow, with some word smithing.*
- *BP 3515 School Safety and Security – access to surveillance recordings by law enforcement. Language added in reference to surveillance and recordings, current language requires a court order. We are trying to streamline the process.*
 - *The filming is in public places where there is no expectation of privacy.*
 - *Add exhibit of formal request - need signed form except for extenuating circumstances.*
 - *Discussion on whether we should we limit access to just criminal instances.*
 - *We are not releasing information to individuals.*
- *BP 6146.1 HSGQE – changes to credit requirements language – Okay to move to worksession*
- *BP 3452 – Student Activity Funds – question on audit of student accounts.*
 - *Principals provide reports to the Site Council.*
 - *Question on intent of the board – it is believed the intent was to make sure funds are held in trust for the students*

- Previously some organizations were setting up private accounts and we had no control. Now if KPBSD's name associated with account, we have oversight.
- *BP 3470 – Fund Balance – We are always at 5% or lower. We have not exceeded this since enacting this BP. We use these funds to fund the existing budget for the next 3 years.*
- *BP 3471 and AR 3471 – Equipment Reserve Fund – Each building submits a yearly application. The committee reviews the applications, then approves or denies requests. Amounts vary from year to year, depending on the needs of the buildings. Health and safety are our primary concern. We then let the buildings know the decision.*
 - Sarge – this helped his school finally replace unsafe equipment.
 - Dave – the district has lots of worker compensation claims; we hope by providing safer equipment we can have a positive impact.
 - Confusion over the language. Dave spent a lot of time making sure it meets the auditor's requirements and doesn't want to change the wording; we can add an additional paragraph, if needed.
 - Lynn would like the following paragraph inserted: "The district will provide the board with a detailed report on prior year expenditures and anticipated needs to support the annual appropriation of interest income."
 - AR – last paragraph – the last paragraph is there because different portions are set aside for different places. If this is the baseline, should we add the date?
- *BP 3510 – Operation and Maintenance of Plant – Request that we post the actual plan or link to what the district sends to the State.*
 - What methods do we use to make sure we stay on track?
 - Request that we present this information to the board as an information packet.
 - We use a software called "School Dude"
 - Board concerned with the time spent and the cost of maintenance
 - Dave will check on what we report to the State and whether it is something we can post.
 - Lynn would like to have regular inspection reports posted for the public
- *AASB 3511 – Energy Conservation – we are currently doing this; we just don't have it in policy.*
 - No objection to add, but each time we do a policy like this, it adds work and adds time.
 - Dave said we are looking at high usage, if schools reduced their usage, they would receive some of the cost savings
 - The Borough is doing the cost savings measures since they own the buildings.
 - Showing high usage in certain buildings might strengthen our position for bonds, if we have goals in place.
- *BP 3512 – Equipment –*
 - *Should there be an exception in first paragraph for mobile devices. It was believed this would cause more problems than it fixed.*
 - *Blanket yearly permission for employees to take home equipment.*

- *AASB has a form for rental of equipment.*
- *Borrowing equipment is an issue in smaller communities. This issue should be brought up with building principals.*
- *Renting out our equipment is a way for schools to being self-supporting.*

Continue review of Section 3000.

Next Meeting: August 4, 2014

Meeting adjourned at 2:23 PM

DRAFT

The Kenai Peninsula Borough School District acknowledges its responsibility under the Americans with Disabilities Act (ADA) to allow students and/or adults with disabilities to be accompanied by a “service animal” in District buildings, including classrooms, and at District functions, subject to the following:

1. All requests that an individual with a disability be accompanied by a service animal must be addressed in writing to the District’s Human Resources Department Supervisor whose address is 148 N. Binkley, Soldotna, AK 99669. The request must contain documentation of required vaccinations. The request should be delivered to the Human Resources Department no later than 10 days prior to the date on which the service animal is to be brought to the District building or District function.
2. Service animals must have an annual statement for a licensed veterinarian confirming the health and updated vaccinations of the animal. A copy of this annual statement must be filed with the building principal and the director of operations and planning.
3. All service dogs must be spayed or neutered.
4. All service animals must be treated for, and kept free of, fleas and ticks.
5. All service animals must be kept clean and groomed to avoid shedding and dander.
6. Owners of service animals are liable for any harm or injury caused by the animal to other students, staff, visitors and/or property. Prior to school access, the owner must provide proof of insurance to cover any damages that may arise from the animal in the school and must agree to hold the District harmless from any such damages.
7. The animal must be a dog or, in specific circumstances, a miniature horse. No other species of animal, whether wild or domestic, will be permitted in District buildings as a “service animal.”
8. The animal must be “required” for the individual with a disability.

9. The animal must be “individually trained” to do work or a task for the individual with a disability.
10. Special Provisions/Miniature Horses: requests to permit a miniature horse to accompany a student or adult with a disability in District buildings, including classrooms, or at District functions, will be handled on a case-by-case basis, considering:
 - a. The type, size and weight of the miniature horse and whether the facility can accommodate these features.
 - b. Whether the handler has sufficient control of the miniature horse.
 - c. Whether the miniature horse is housebroken.
 - d. Whether the miniature horse’s presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.
11. Removal of a Service Animal: A District Office Administrator or School Administrator may ask an individual with a disability or his/her parents to remove a service animal from a District building, including a classroom, or from a District function if anyone of the following circumstances occurs:
 - a. The animal is out of control and the animal’s handler does not take effective action to control the animal.
 - b. The animal is not housebroken.
 - c. The animal’s presence would “fundamentally alter” the nature of the service, program, or activity.
 - d. The animal poses a direct threat to the health and safety of others.
12. A service animal must have a harness, leash or other tether, unless either handler is unable because of disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal’s safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler’s control.
13. The District is not responsible for the care or supervision of a service animal, including walking the animal or responding to the animal’s need to relieve itself.

- a. The District is not responsible for providing a staff member to walk the animal or to provide any other care or assistance to the animal.
- b. Students with service animals are expected to care for and supervise their animal. In the case of a young child or a student with disabilities who is unable to care for or supervise his/her service animal, the child's parent or guardian is responsible for providing care and supervision of the animal. Issues related to the care and supervision of service animals will be addressed on a case-by-case basis in the discretion of the appropriate District Office Administrator or School Administrator.

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Adoption Date: _____

MEETINGS

Meetings of the Board are conducted for the purpose of accomplishing District business. A meeting of the Board shall consist of any gathering of the members of the Board when more than four members of the Board, or a majority of the members, whichever is less, are present and collectively consider a matter upon which the Board is empowered to act. As a matter of District policy and state law, meetings ordinarily shall be open to the public. The Board may meet in closed sessions only to discuss certain matters as permitted or required by Alaska's Open Meetings Act.

(cf. 9321 Executive Sessions)

Reasonable public notice shall be given for all meetings of the Board in accordance with law and District practice, and shall be posted at all regular District and school sites before the meeting. Such notice shall include the date, time and place of the meeting and, if the meeting is by teleconference, the location of any teleconferencing facilities that will be used.

Worksessions prior to regular meetings as well as work on other committees are included as part of the expectations for Board service.

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9323 - Meeting Conduct)

Regular Meetings

The Board shall adopt a yearly calendar specifying the date, time and place of each regular meeting. The local media shall be provided with the annual calendar of regular Board meetings and shall be notified of any changes to the calendar.

The Board may hold 2 regular meetings each month. Unless changed by the Board, regular meetings shall be held at ~~7:00~~6:00 p.m. at Borough Assembly Chambers. Notice of regular meetings shall be advertised as required by state law.

Worksessions

Worksessions shall be conducted as necessary on items for School Board member knowledge. Worksessions are public meetings. Public members may participate at the invitation of the Board President. A summary is given during the regular Board meeting.

MEETINGS

Special Meetings

Special meetings of the Board may be called by the presiding officer or a majority of the Board members.

Except in the case of an emergency, notice of special meetings shall be provided at least 24 hours before the meeting. This notice shall specify the date, time, place and, if the meeting is by teleconference, the location of any teleconferencing facilities that will be used. Such notice shall be given to all Board members, the Superintendent and to the local news media. This notice also shall be posted at all regular District and school sites at least 24 hours before the meeting.

Notice of a special meeting shall include a statement of the purpose of the meeting. No business may be transacted at this special meeting, other than that which is specifically stated in the notice of the meeting.

Emergency Special Meetings

The Board president shall give notice of an emergency special meeting to the local media by telephone before the meeting. If telephone services are not functioning, the notice requirement is waived. In that event, as soon after the meeting as is practicable, the Board shall notify the local media that the meeting was held and shall describe the purpose of the meeting and any action taken by the Board.

Legal Reference:

- ALASKA STATUTES*
- 14.08.091 Administration*
- 14.14.070 Organization of school board*
- 14.14.080 Declaring a school board vacancy*
- 29.20.020 Meetings public*
- 44.62.310 Agency meetings public*
- 44.62.312 State policy regarding meetings*

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 6/2/2008 Revised:

AASB Policy

MEETINGS

BB 9320(a)

Note: Alaska's Open Meetings Act A.S. 44.62.310-.312 requires meetings of the School Board to be open to the public except as allowed by law and requires reasonable public notice of such meetings. 1994 revisions to the Act are reflected in this sample policy.

Meetings of the School Board are conducted for the purpose of accomplishing district business. A meeting of the School Board shall consist of any gathering of the members of the School Board when more than three members of the School Board, or a majority of the members, whichever is less, are present and collectively consider a matter upon which the School Board is empowered to act. As a matter of district policy and state law, meetings ordinarily shall be open to the public. The School Board may meet in closed sessions only to discuss certain matters as permitted or required by Alaska's Open Meetings Act.

(cf. 9321 Executive Sessions)

Reasonable public notice shall be given for all meetings of the School Board in accordance with law and district practice, and shall be posted at all regular district and school sites before the meeting. Such notice shall include the date, time and place of the meeting and, if the meeting is by teleconference, the location of any teleconferencing facilities that will be used. Public meetings may not be held in a private home or private business.

(cf. 9012 - Communications To and From the School Board)

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9323 - Conduct of Meetings)

Regular Meetings

The School Board shall adopt a yearly calendar specifying the date, time and place of each regular meeting. The local media shall be provided with the annual calendar of regular School Board meetings and shall be notified of any changes to the calendar.

The School Board shall hold ___ regular meetings each month. Unless changed by the School Board, regular meetings shall be held at ____ p.m. at _____. Notice of regular meetings shall be posted at least five (5) days prior to the meeting.

Special Meetings

Special meetings of the School Board may be called by the presiding officer or a majority of the School Board members.

Except in the case of an emergency, notice of special meetings shall be provided at least 24 hours before the meeting. This notice shall specify the date, time, place and, if the meeting is by teleconference, the location of any teleconferencing facilities that will be

used. Such notice shall be given to all School Board members, the superintendent and to the local news media. This notice also shall be posted at all regular district and school sites at least 24 hours before the meeting.

Notice of a special meeting shall include a statement of the purpose of the meeting. No business may be transacted at this special meeting, other than that which is specifically stated in the notice of the meeting.

Emergency Special Meetings

The School Board president or designee shall give notice of an emergency special meeting to the local media by telephone before the meeting. If telephone services are not functioning, the notice requirement is waived. In that event, as soon after the meeting as is practicable, the School Board shall notify the local media that the meeting was held and shall describe the purpose of the meeting and any action taken by the School Board.

Teleconferences

Recognizing the inherent responsibility and statutory duties of School Board members, the School Board strongly encourages School Board members to attend and participate at meetings of the School Board. Though great importance is given to the physical presence of School Board members at meetings, the attendance and participation of members by teleconference is authorized whenever physical presence is not practicable. All votes at a meeting of members attending by teleconference shall be taken by roll call.

The School Board also authorizes the use of teleconferences for School Board meetings when receiving public comment or testimony, and during School Board deliberations.

Whenever possible, meeting agendas and supporting materials shall be available at all teleconference facilities used for the School Board meeting.

- Legal Reference:*
ALASKA STATUTES
14.08.091 Administration
14.14.070 Organization of school board
14.14.080 Declaring a school board vacancy
29.20.020 Meetings public
44.62.310 Agency meetings public
44.62.312 State policy regarding meetings

Revised 2/06

OPERATION AND MAINTENANCE OF PLANT

The Board recognizes the importance of timely maintenance and repair of District facilities, property and equipment in ensuring the safety of students and employees, in protecting State and local investment, in providing necessary loss control, and in helping to ensure the availability of capital funding. A preventative maintenance plan shall be in effect which includes custodial care, scheduled preventative maintenance, and energy management for District buildings. The Superintendent shall ensure a systematic means of tracking the timing and costs associated with maintenance activities; shall direct the preparation of renewal and replacement schedules for electrical, mechanical, structural, and other components of District facilities; and shall provide for preventive maintenance training for facility managers and maintenance employees.

(cf. 3515 – School Safety and Security)
(cf. 5142 – Safety)

All school buildings and equipment shall be regularly inspected to assure that all are maintained at the highest level of safety. Employees are responsible for promptly reporting to their supervisor any damage to District property or equipment.

Legal Reference:

ALASKA STATUTES

14.11.011 Grant applications

14.11.100 State aid for costs of school construction debt

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 5/3/2004

REMOTE SITE LIVING EXPENSES

When determined necessary and appropriate, the ~~Board-Superintendent~~ may compensate certified employees living and working at remote school sites for unusual transportation, housing or utility expenses.

Legal Reference:

ALASKA STATUTES

14.08.111(10) Duties

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Adoption Date: 7/1/96

Business and Instructional Support Operations

REMOTE SITE LIVING EXPENSES

E 3344(a)

When determined necessary and appropriate, the Superintendent may compensate certified employees living and working at remote school sites for unusual transportation, housing or utility expenses.

Reimbursable Expenses for Across the Water Schools (Nanwalek, Port Graham, Susan B. English and Tyonek)

- Five round trip flights for certified staff
 - Three flights paid in September and two flights paid in January
 - If the employee is from one of these schools, he/she is eligible for the flight payments as listed above
2. Housing for certified staff
- If an employee does not have housing available and needs the District to intercede to provide housing,
 - District charges them \$200/month rent;
 - Applies to Nanwalek, Port Graham and Tyonek
 - Does NOT apply to Susan B. English
 - \$250 pet fees are non-refundable
 - Housing is non-smoking
3. Moving Expenses
- All employees (new and current) who are moving to an Across the Water School
 - Must provide receipts
 - Eligible for up to \$2,500 moving expense
4. Internet
- District charges employees in Port Graham and Nanwalek \$50/month for internet services
 - Program to be renewed at the end of the 2014/2015 school year

Business and Instructional Support Operations

REMOTE SITE LIVING EXPENSES

E 3344(b)

5. Kachemak Selo Stipend

- Staff members receive \$200/month stipend because of the hazardous road conditions to and from Kachemak Selo
- 1. Principal receives \$250/month stipend because of the hazardous road conditions to and from Kachemak Selo

Legal Reference:

ALASKA STATUTES

14.08.111(10) Duties

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date:

EQUIPMENT RESERVE FUND

The School Board recognizes the need to plan for the cyclical replacement of capital assets and the impact such replacement has on the operating budget. The School Board, has therefore, authorized the creation and maintenance of a special revenue fund that is dedicated to the acquisition and/or replacement of such capital equipment.

(cf. 3000 – Concepts and Roles)
(cf. 3300 – Expenditures/Expending Authority)

In order to comply with GASB 54 regulations on special revenue funds, the School Board will annually commit a percentage of the District’s interest income to the Equipment Reserve Fund to be spent solely on the purchase or replacement of capital equipment.

Access to funds in the Equipment Reserve Fund will be limited to capital purchases in excess of five hundred dollars (\$500). All expenditures drawn from the Equipment Reserve Fund will be assigned to the appropriate expenditure account as necessary to record the purchase within the Equipment Reserve Fund.

(cf. 3120 – Transfer of Funds)
(cf. 3310 – Purchasing Procedures)
(cf. 3311 – Bids)

In order to protect the integrity of the fund, the Superintendent will supervise or determine an annual application process that will determine need within the District and award funds for the purchase or replacement of capital equipment as warranted.

The District will provide the board with a detailed report on prior year expenditures and anticipated needs to support the annual appropriation of interest income.

(cf. 3400 – Management of District Assets/Accounts)
(cf. 3460 – Periodic Financial Reports)

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 11/01/10

EQUIPMENT RESERVE FUND

Failure to plan and budget for the cyclical replacement of capital assets can have drastic impacts on the general operating budget. The Equipment Reserve Fund was established by the School Board in recognition of the need to plan and budget for this cyclical replacement. This fund is dedicated to the orderly and planned acquisition and/or replacement of such capital equipment.

Revenue Source

The foundation of revenue for this special revenue fund shall stem from an annual commitment by the School Board of 20% of the District’s interest income in the prior fiscal year to the Equipment Reserve Fund. This revenue shall be used solely for the purchase or replacement of capital equipment from the Equipment Reserve Fund.

Equipment Types

The District’s account code structure addresses two types of equipment as follows:

Object Code 5101	Equipment – General
Object Code 5102	Equipment – Technology

Equipment – Technology refers to the computer technology related equipment, some of which is addressed in the District Technology Plan.

Equipment – General refers to all of the remaining equipment purchased throughout the District.

Equipment Replacement Plans

Technology Plan purchases made on a three-year cycle as part of the District Technology Plan are paid for through the use of E-Rate revenue out of the general fund. Equipment not covered by the Technology Plan is eligible to be purchased from the Equipment Reserve Fund.

EQUIPMENT RESERVE FUND - continued

Equipment – General Replacement Process

There will be an annual application process for buildings and departments to apply for funding for needed equipment purchases not funded by the Technology Plan. Buildings and departments will be able to apply for three specific need areas as follows:

1. Health and safety needs
2. Established program needs
3. New or additional program needs

All needs shall be reviewed and scored according to the following prioritized criteria:

1. An established life or safety concern for students, employees or members of the public
2. Directness of the link to classroom instruction
3. Useful life status of existing equipment
4. Vandalism with consideration that proper precautions have been taken to protect school equipment
5. The extent to which a building or department has contributed to equipment failure through improper use
6. Other relevant material

If the application process for the year is complete and a building experiences unexpected loss, the administrator can apply for special permission for equipment needed to provide for emergency health and safety needs.

Of the current \$6.7 million in the equipment fund, \$1.5 million is reserved for Information Services expenditures, \$1.7 million is reserved for Charter School expenditures and \$3.4 million is reserved for the Equipment-General Replacement Process.

Up to a limit of \$1.5 million of the \$3.47 million will be allowed to be spent for the Equipment-General Replacement Process in FY 11.

ENERGY CONSERVATION

Note: This optional policy may be revised or deleted as desired.

The School Board desires to reduce energy use in the district in order to help conserve natural resources and save money to support other district needs.

The Superintendent or designee shall establish energy use reduction goals, monitor energy consumption and encourage employees and students to conserve resources. The Superintendent or designee shall regularly inspect district facilities and operations and make recommendations for maintenance and capital expenditures which may help the district reach its energy consumption goals.

EQUIPMENT

School equipment may be used by staff members and/or students only for school-related tasks. Personal use of District property is prohibited and may be cause for disciplinary action.

When school equipment is not being used by students or staff, school-connected organizations may be granted reasonable use of the equipment for school-related matters. Actual costs of services such as copying shall be paid by the group rather than by the District.

(cf. 1240 –Organizations Supporting Student Activities)
(cf. 1330 – Use of School Facilities & Properties)

District-owned equipment can only be removed from the school site for school-related activities or approved rentals. The consent of the principal is required prior to the removal. District-owned equipment may be rented through *BP & AR 1330 Use of Facilities and Properties* and *E 1330(a & b) Building Use Application* form.

The consent of the principal is required if District-owned equipment is removed from the school site. When any equipment is taken off-site, the borrower is responsible for its safe return and shall be fully liable for any loss or damage.

No personal telephone calls will be charged to District telephones. All personal telephone calls shall be charged to the employee's home phone or credit card number.

(cf. 3440 – Inventories)

AASB Policy - not yet accepted by KPBSD

Business and Noninstructional Operations

BP 3514

ENVIRONMENTAL SAFETY

The School Board believes that students and employees have the right to learn and work in a safe environment.

The Superintendent or designee shall establish and vigorously enforce precautionary measures against accidents, fire, explosion, and other physical hazards.

All members of the school community should be alert to any physical conditions, including explosive, toxic or incendiary hazards, which may jeopardize the safety of students, employees, or the public.

- (cf. 3513.3 - Tobacco-Free Schools/Smoking)*
- (cf. 3514.1 - Hazardous Substances and Pesticides)*
- (cf. 3543 - Transportation: Emergency and Safety Procedures)*
- (cf. 4157/4257/4357 - Employee Safety)*
- (cf. 5141.1 - Accidents)*
- (cf. 5142 - Student Safety)*
- (cf. 6114 - Emergencies and Disaster Preparedness Plan)*
- (cf. 6153 - Field Trips)*
- (cf. 7111 - Evaluating Existing Buildings)*

Legal Reference:

ALASKA STATUTES

- 18.31.010-18.31.050 Asbestos health hazard abatement program*
- 18.70.080-18.70.300 Fire protection*

ALASKA ADMINISTRATIVE CODE

- 18 AAC 90.625 School use and notification*

Revised 1/03

SCHOOL-RELATED TRIPS

Trips by School Vehicles

Besides taking students to and from school, the Superintendent may approve transportation for field trips and school-sponsored activities. The Superintendent shall regulate the use of the District transportation for approved school-related activities. Student councils, parent-teacher associations, and any other organizations requesting transportation shall be fully responsible for the costs of the trip. To the extent that funding has been approved by the Superintendent, such costs may be charged to the District.

Transportation by Private Automobile or Vans

The Superintendent may authorize the transportation of students by private automobile for approved field trips and activities. Due to safety concerns, students may not be transported in a 9 to 15-passenger van for any reason. This includes vans that are privately-owned or rented. Eight-passenger (or less) mini vans are allowed. Whenever students are being transported in any motorized vehicle *E3541.1(a) School Driver Registration Form* should be completed. Additionally, *E3541.1(b) Private Vehicle Transport Safety Check* needs to be completed for student transport by any privately owned vehicle.

Trips Involving Students as Passengers

Drivers shall be an adult age twenty-one (21) or older, registered with the District, possess a valid driver's license and liability insurance of at least \$100,000 per occurrence.

Drivers shall be issued safety instructions and emergency information.

All student passengers shall provide permission slips signed by their parents/guardians.

Owners, drivers and passengers shall be informed that the registered owner and his/her insurance company are responsible for any accidents which may occur.

Transportation of students in vehicles operated by another student is prohibited.

In the event of an accident, regardless of damage or injury, the principal shall notify the Superintendent at the earliest possible time.

SCHOOL-RELATED TRIPS (continued)

Trips Involving a Student as Driver

Driver shall be required to possess a valid driver's license and liability insurance as required by state law.

Driver shall provide permission slip signed by parents/guardians.

Driver shall be issued safety instructions and emergency information.

Driver shall be informed that the registered owner and his/her insurance company are responsible for any accidents which may occur.

Transportation of students in vehicles operated by another student is prohibited.

In the event of an accident, regardless of damage or injury, the principal shall notify the Superintendent at the earliest possible time.

(cf. 6153 – School-sponsored Trips)

SCHOOL-RELATED TRIPS

Trips by School Vehicles

Activity vehicles/vans will be in compliance with state laws and District regulation. Per BP 3541.1, no 9 to 15-passenger vans are allowed. 8 passenger (or less) mini vans are allowed.

Drivers

1. Drivers shall be at least twenty-one (21) years old and possess a valid appropriate driver's license.
2. Drivers shall follow all state traffic laws including a required ten (10) minute rest stop every two hours.
3. Drivers will conduct a pre and post trip safety and maintenance check of vehicles, including an operating check of tire pressure, turn signals, brakes, mirrors, windshield wipers, lights, oil level, oil pressure, fan belts, and gas tank.
4. Drivers must be free from the effects of alcohol, drugs and medications that may impair driving ability when operating activity vehicles.

Activity Vehicles

1. Activity vehicles shall have the following equipment on board:
 - a. Free standing reflectors
 - b. Five pound fire extinguisher
 - c. First aid kit
 - d. Tire chains
 - e. Tow straps
 - f. Emergency procedures guide
2. Activity vehicles shall not be loaded beyond their capacity.
3. Each school shall be responsible for regular vehicle maintenance and upkeep. A trip log and a maintenance log shall be kept for each activity vehicle.

Trips

Trip plans, including designated overnight stops, must have prior approval from the principal. The principal shall be notified of any deviation from the trip plan.

Business and Instructional Support Operations

AR 3541.1(b)

SCHOOL-RELATED TRIPS (Continued)

These requirements are considered minimum and principals may add requirements depending on the time of year and road conditions.

SCHOOL DRIVER REGISTRATION FORM

DRIVER (check one) Employee Parent Volunteer Student

Name _____ Date of Birth _____

Address _____ Driver's License No. _____

Expiration Date _____

Telephone No. _____ Driver is over 21

VEHICLE*

Name of Owner _____ Year _____

Address _____ Make _____

License Plate No. _____ Registration _____

Expires _____

Seating Capacity must equal number of seat belts No. of Operational Seat Belts _____

Operational Brakes Yes No Operational lights: Headlights Yes No
Working Windshield Wipers Yes No Brake Lights Yes No
Turn Signals Yes No

INSURANCE INFORMATION (Attach copy of insurance card)

Insurance Company _____

Policy No. _____ Expiration Date _____

Liability Limits of Policy _____

(The minimum acceptable liability limit for privately-owned vehicles is \$100,000 per occurrence. If you transport students often, it is recommended that your coverage be \$300,000 per occurrence.)

Name of Agent _____

Telephone No. _____

I certify that the information given above is true and correct. I understand that if an accident occurs, my insurance coverage shall bear primary responsibility for any losses or claims for damages.

The district is authorized to obtain my driving record from the Department of Motor Vehicles.

Signature _____ Date _____
(Parent signature if driver is a student)

This form is valid for school year _____.

*Due to safety concerns, students may not be transported in a ; /15-passenger van for any reason. 8-passenger *qt 'hguu+ o lpk'xcpu'are allowed.

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

3541.1(b)

Private Vehicle Transport Safety Check*

The following is to be completed by school personnel for any person driving a private vehicle transporting KPBSD students to a District sanctioned event. The Principal or designee is responsible for reviewing this form with the driver prior to each trip. Once this checklist has been completed, a copy is to be kept on file at the school.

Y N Driver has a current completed form E 3541.1(a) on file in the office for the current school year.

Driver has a written and completed form E 6153(h) on file in the office for the current school year.

Number of persons in the vehicle does not exceed the number of working seat belts.

All lights, brakes, windshield wipers appear to be in working order.

Vehicle has a spare tire, jack.

Driver has a cell phone. Number: _____

Driver has a list of emergency contact numbers (to include school principal and State Troopers)

Driver is at least 21 years of age and has a valid state approved driver's license.

School Personnel Completing

This Form:

_____ Name

_____ Date

* Due to safety concerns, students may not be transported in a 9-15 passenger van for any reason. 8-passenger (or less) mini vans are allowed.

Original – Principal, 1st Copy – Driver, 2nd Copy – Coach/Sponsor