

# CSBA Sample

## Board Policy

Business and Noninstructional Operations

BP 3312.2(a)

### EDUCATIONAL TRAVEL PROGRAM CONTRACTS

Note: The following policy is **optional** and may be revised to reflect district practice.

The Governing Board believes that field trips and other travel opportunities 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.

*(cf. 3312 - Contracts)*

*(cf. 3541.1 - Transportation for School-Related Trips)*

*(cf. 6153 - School-Sponsored Trips)*

The Superintendent or designee shall establish procedures for selecting the highest quality vendor, taking into account safeguards for 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

**EDUCATIONAL TRAVEL PROGRAM CONTRACTS** (continued)

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**

*35160 Authority of boards*

*35160.1 Broad authority of school districts*

**BUSINESS AND PROFESSIONS CODE**

*17540 Travel promoters*

*17550.9 Definition of travel services*

*17552-17556.5 Educational travel organizations*