

July 28, 2026

RE: Mid-day Off-Site Transportation

The \_\_\_\_\_ agrees to have the Capital Area  
DISTRICT NAME

Intermediate Unit provide mid-day off-site transportation to Special Needs and Early Intervention students from our district. We understand that no direct payment to the CAIU is required for these trips as the CAIU submits all qualifying transportation services to the Department of Education for State Transportation Subsidy calculation and reimbursement. All CAIU contractors are compensated in a manner not to exceed maximum State Subsidy reimbursement levels. Currently these off-site experiences are identified as ABE and other IEP related trips, but may be in the future at our district's discretion and upon agreement with CAIU be extended to include other events such as Voc-Ed, etc.

This agreement will be in effect for the duration of the 2026-2027 school year.

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
DATE

# CAPITAL AREA INTERMEDIATE UNIT

SECTION: PROGRAMS

TITLE: OFF-SITE EXPERIENCES

ADOPTED: December 15, 1988

REVISED: June 30, 1994  
December 12, 1996  
July 27, 2000  
January 27, 2005  
October 28, 2010

|                                      | 121. OFF-SITE EXPERIENCES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| 1. Purpose<br>SC 517, 914-A,<br>1361 | The Board recognizes that off-site experiences, when used for teaching and learning integral to the curriculum, are an educationally sound and important component of the instructional program.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 2. Definition                        | An <b>off-site experience</b> is defined as any activity that removes a student(s) from the school premises. Students must have documented parent/guardian permission to participate in off-site experiences.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 3. Guidelines                        | <p><u>Educational Trips</u></p> <p>Educational trips fall into three (3) categories:</p> <ol style="list-style-type: none"> <li>1. Community-Based Instruction (CBI) – CBI is a trip within twenty-five (25) miles of the students' starting location and within the Capital Area Intermediate Unit's geographical area. It is related to a Functional Daily Living Skills goal(s) and/or objective(s) on the student's Individualized Education Program (IEP). Parent/Guardian permission is necessary. Request for approval is made to the program supervisor. Any CBI trip outside of twenty-five (25) miles of the students' starting location or outside of the Capital Area Intermediate Unit's geographical area will be considered an exception and must be approved by the Director of Student Services at least thirty (30) days prior to the date of the trip.</li> <li>2. Vocational and Experiential Education &amp; Learning (EE&amp;L) – Included are experiential education and learning activities and vocationally related activities. Initiation of the Off-Site Request Form is the responsibility of the program supervisor, professional staff person or designee.</li> <li>3. Field Trips – By law, trips may not be scheduled using Intermediate Unit transportation outside of Pennsylvania. Trips should be scheduled within a fifty-mile radius of the location of the class. Any trip beyond this distance must have prior approval from the Director of Student Services at least thirty (30) days</li> </ol> |

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prior to the date of the trip. All trips beyond state borders or requiring overnight accommodations require preapproval from the Board at least one (1) month prior to the date of the trip. Exceptions to the Board's preapproval are as follows:

- a. The proposed trip is consistent, in the Executive Director's judgment, with trips previously approved by the Board.
- b. The decision as to approval of the proposed trip must be made prior to the next regular meeting of the Board.

### Special Events

**Special events** are defined as special programs such as field day, graduation trip and award programs. For special events, the Off-Site Request Form for transportation must be completed by the program supervisor or, in cases where more than one (1) program is involved, the coordinating program supervisor. The coordinating program supervisor must convey the approval or disapproval of the request to the other program supervisor(s). Parent/Guardian permission of the specific event/program is always necessary.

### Local Walks

Walks taken in the vicinity of the school for the purpose of physical exercise or lesson-related experience require parent/guardian permission and must be secured at the beginning of the school term. The building administrator and program supervisor must be informed of the plans to take students off school premises for such activity.

### Procedures

1. The classroom teacher completes the Off-Site Request Form in full. This form should be forwarded to the program supervisor for approval. Teachers should include an alternate date on the space indicated. If the Transportation Office cannot schedule the trip on the requested date, the noted alternate/second choice date will be considered. If the off-site experience is to be repeated throughout the term, a one-time request with a schedule attached is sufficient.
2. The Off-Site Request Form is forwarded for review to the appropriate supervisor.
3. If disapproved by the supervisor, the form will be returned to the author with disapproval noted on the form.

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|  | <p>If approved, the supervisor will forward the form to the Transportation Office for availability of transportation. The Transportation Office will not act on any Off-Site Request Form that does not carry the supervisor's initials and/or the Director of Student Services and the Board, as required.</p> <ol style="list-style-type: none"><li>4. If transportation is not available, the Off-Site Request Form is returned to the author with a reason noted on the form (i.e., if manpower or vehicles are not available).</li><li>5. When the Transportation Office assigns driver(s), the form will be returned to the author with the name(s) of assigned driver(s) listed. A copy will be given to the supervisor.</li><li>6. Requests for off-site experiences should be made at least two (2) weeks in advance of the proposed trip.</li><li>7. All requests that take students beyond state borders or require students and chaperones to spend a night or more away from home must be forwarded to the Board at least one (1) month in advance by the program supervisor and Director of Student Services.</li><li>8. With the exception of vocational experiences, experiential education and learning (EE&amp;L), or scheduled graduation practices, no off-site experience transportation will be scheduled prior to September 20 or after the Friday prior to Memorial Day.</li><li>9. Preschool-Early Intervention classes are permitted to request one (1) off-site trip between the dates of June 10 and August 15.</li><li>10. No off-site experience may be scheduled the day prior to the following days, with the exception of employment transportation: day before Thanksgiving break, Winter break, and Spring break.</li><li>11. Transportation will schedule vehicles to accommodate the number of students. Teachers and staff are permitted to ride on vehicles if space is available. When student needs require the presence of aides or staff, this need will be accommodated; however it must be indicated on the Off-Site Request Form. The CAIU Transportation Department may request verification from the program supervisor of this need. Up to five (5) teachers and staff may be transported with the students if room is available.</li></ol> |
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12. Minor children of staff or drivers are not permitted to ride on any vehicle. The Supervisor of Transportation may grant special permission in emergency situations.

13. The teacher must furnish a list of students and their home districts to Transportation for each vehicle on each off-site experience. A class list indicating which vehicle each student should ride will be sufficient.

References:

School Code – 24 P.S. Sec. 517, 914-A, 1361

Board Policy – 106