Appendix F: Travel Policies & Logistics

Spartan Robotics Team Handbook 2025-2026
FRC- Teams 971 & 9584
Mountain View High School

Purpose and Scope

This appendix defines travel policies for all official Spartan Robotics team trips. It clarifies which events are covered, how transportation is organized, financial responsibilities, and expectations during travel.

All travel under this policy follows MVLA School District policies.

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1. Types of travel

1.1. Official Team Travel

The following events are considered official team trips and are governed by this appendix:

- FRC District Events
- FIRST World Championship
- Off-season competitions
- Demos occurring during school hours (e.g., school events, community events)

Official team trips are school-sanctioned activities. All team policies, including the Code of Conduct and Youth Protection Policies, apply at all times during these events.

Students attending an official event who are not on the competition roster are not under team supervision. These students must:

- Arrange their own transportation and lodging independently.
- Have a parent or legal guardian present at all times during the event.

The team cannot assume responsibility for students who are not on the official competition roster.

1.2. Non-Official Travel

Travel to and from regular team activities — such as the lab, practice fields, or non-sanctioned events — is **not** organized by the team.

- Students are responsible for arranging their own transportation to these locations.
- The team assumes no responsibility for this travel.
- Students must comply with all applicable California DMV laws and regulations when traveling to team activities.

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2. Financial Responsibilities

2.1. Upfront Payment

All trip costs — including but not limited to hotel, meals, and transportation — must be paid in full **before** the trip departs. No open balances are permitted at the time of departure.

Costs may include:

- Hotel accommodations
- Meals
- Transportation (bus, airfare, etc.)

2.2. Financial Hardship

Students facing financial hardship should contact the lead mentors confidentially. Grant funding may be available to cover trip costs. No student will be excluded from an official trip solely due to financial hardship.

2.3. Cancellation and Refunds

Signing up for an official trip is a financial commitment. Cancellation is not grounds for a refund, except in cases where the student's spot can be filled by another eligible student. Any refunds in that case will be determined by lead mentors.

If you stay home because of sickness or other last minute unforeseen issues, the team refunds the costs it can recover. Costs the team cannot recover are not refunded.

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3 Health and Masking

Colds, flu, and COVID spread quickly in shared cars and hotel rooms. This policy keeps the team healthy before, during, and after events. This policy applies to everyone traveling with the team: students, mentors, and parent drivers or chaperones.

Masking is the responsibility of the person who is not feeling 100%. Do not wait to be asked. Everyone brings their own masks. Masks are part of the packing list for every event.

If someone refuses to mask or repeatedly forgets, the matter goes to the lead mentors. They decide the next step. It may be treated as a handbook violation.

3.2 Masking in carpools or at events

You must wear a mask in a carpool or at the event if either of these applies:

- **You have any symptoms.** Examples are a cough, runny nose, or sore throat. This applies even if you otherwise feel fine.
- **You were recently exposed to someone who is sick.** An example is a sick family member at home.

A carpool driver may also ask any passenger to mask, with or without symptoms. The driver gives advance notice, and the passenger complies.

3.3 When to stay home

You may not travel with the team if any of these applies:

- You are experiencing symptoms of an illness, like having a fever or vomiting.
- You tested positive for COVID or flu.

If you have only mild symptoms, you may travel with a mask. If you stay home, you (or your parent/guardian) inform both the (travel) lead mentor and your carpool driver as soon as you know.

If you get a fever, start vomiting, or test positive for COVID or flu during an event, you stay in your hotel room or arrange to be picked up. Inform the (travel) lead mentor right away. When on an overnight trip, the (travel) lead mentor decides on rooming case by case. The decision depends on room availability and how sick you are.

The (travel) lead mentor decides when you may rejoin the team. This applies whether you stayed home or stayed in your hotel room.

4. Transportation Requirements

4.1. Key Requirements

- All drivers in the team carpool must be school-approved volunteers.
- Students may not drive themselves or other students in the team carpool to official team events.
- A student may be driven to an official event by their own parent or legal guardian, outside of the team carpool.
- The Rule of Three applies during all transportation (see Appendix B).

4.2. Overnight Trips

Overnight trips require:

- A school district employee to be present.
- All adult chaperones to be school-approved volunteers.
- Compliance with all MVLA school district travel policies.
- Completed permission forms and verified emergency contact information prior to departure.

5. What to Bring

5.1. All Official Trips

- Team apparel — your outermost layer must be Spartan Robotics team apparel at all times. 971/9584 team shirts are required on Saturday and Sunday.
- Closed-toe shoes, preferably athletic.
- Empty refillable water bottle.
- Safety glasses — the venue does not provide safety glasses for teams.
- Face masks
- Electronics and chargers: phone, computer, and a portable charging brick for scouting.

5.2. Overnight Trips (Additional Items)

- Basic travel necessities: clothes, pajamas, and toiletries (plan for 3 days / 2 nights).

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6. Competition Expectations

All team policies, including the Code of Conduct and Youth Protection Policies, apply at all times during official trips. Additional competition expectations:

- Stay with the group at all times. Notify your chaperone before going anywhere.
- Follow the school's code of conduct throughout the event.
- Be respectful to other teams, event volunteers, and spectators.
- Fulfill your assigned competition role. Socialization with other teams is encouraged, but not during active competition duties.

6.1. Overnight Trip

For competitions requiring overnight stays, the following rules apply in addition to the general competition expectations:

- Stay in contact with your assigned chaperone at all times.
- Do not leave the hotel without chaperone permission.
- Be in your own room and quiet by 10:00 PM.
- Be respectful to other hotel guests. No running, yelling, or horseplay in the hotel.
- Room assignments are determined by mentors and chaperones.
- No guests are permitted in student rooms (including members of other teams).

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7. School Absences and Permission Forms

If an official trip requires missing school days, students are responsible for:

- Notifying their teachers at least one week in advance.
- Arranging to complete any missed work.

For all official trips, the team will provide an official parent/guardian permission form. Students must have this form signed and submitted to the club advisor (teacher) before the trip departs. Students who have not submitted a completed permission form will not be permitted to travel with the team.

This appendix was last updated: October 2026
Next scheduled review: April 2027

For the most current version of this appendix and all team policies, visit the Spartan Robotics team website or contact team leadership.

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Mountain View High School
FRC Teams 971 & 9584
https://spartanrobotics.org