

## **Extracurricular Activity Buses/Field Trips/Special Events Transportation**

School personnel who wish to arrange for the use of transportation equipment for extracurricular activities or instructional field trips must follow these procedures:

1. All special trip requests must be submitted no less than ten (10) days prior to the trip departure date in accordance with the current trip submission protocol. Trips submitted less than ten (10) days from date of departure may be subject to a late fee.

When a trip is approved, the trip requestor will receive written notification via email. If a trip is denied, the requestor will receive written notification via email stating the reason for the denial.

2. Safe operation of the vehicle is the responsibility of the driver. The bus drivers and/or transportation supervisor will make the final decision as to whether it is safe to start, stop, or delay a trip based on the route, condition of the bus, and/or current road/weather conditions.
3. Each bus on a special trip will be required to have a sponsor. Sponsors will have the responsibility for student control. They will ensure that rules for bus riders are followed. In the event sponsors fail to control passengers, the driver will assume this responsibility. Such action will be reported to the principal or sponsor approving the trip and may result in loss of future special trip privileges.

Any extra clean-up time or damage caused by passengers will be billed to the school or department responsible.

4. To conform with Policy EEAC–Bus Scheduling and Routing, reasonable efforts will be made to ensure that special trips do not interfere with regular routes. Unless absolutely necessary, special trips will not be run during regular route time.
5. When transportation for extracurricular activities interferes with the regular school day, only those students participating in the activity will be transported.
6. Special trip requests must show all destinations. Drivers will refrain from deviating from this request unless approval is granted by those approving the request.
7. Rated bus capacity will not be exceeded. Generally, this is two secondary students or adults per seat or three elementary students per seat. Trip sponsors shall make reasonable efforts to transport large cargo items including: sports equipment, large band instruments, etc., by means other than school buses as they will greatly reduce bus capacity.

8. Special trip cancellations must be made at least 12 hours before departure time.

(Exception: unexpected factors such as bad weather.) Departments or schools which cancel trips less than 12 hours in advance will be billed for two hours' driver time plus any mileage associated with the cancelled trip.

9. Cost of special trips will be determined based on current trip billing rates as determined by district administration. The school or department requesting the special trip will be charged accordingly.

Approved: July 25, 1980

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