

Extracurricular Activity Buses/Field Trips Special Events Transportation

School buses may be utilized for extra-curricular activities. When buses are used for such activities, the following shall apply:

1. The principal involved shall provide the transportation supervisor with a trip authorization form at least two weeks prior to the trip.
2. The principal involved shall arrange for chaperones and will provide chaperones with a list of all students being transported prior to departure.
3. The chaperones will take roll before departure and again before the return trip.
4. Students transported on such trips must return on the bus unless a parent/guardian supplies a written request to the principal prior to the trip. Such requests must be approved by the principal and given to the chaperones. A request does not guarantee approval of such arrangements.
5. While in transit, the driver shall be in complete charge of the bus and its operation. This does not relieve the chaperones of their responsibility for the discipline of students.
6. At times students participating in such trips may be asked to contribute financially to the cost of the transportation provided.
7. All use shall be subject to the availability of appropriate equipment and personnel. The director of transportation may impose such requirements as are deemed necessary relative to supervisory personnel accompanying any group utilizing transportation equipment.
8. Any group availing itself of use pursuant to these regulations shall agree to and shall reimburse the district for all of the expenses for operation of such motor vehicles as determined by the district.
9. Incidental costs such as, but not limited to, alternative transportation in the event of a breakdown, feeding and housing of users and similar costs, shall be the responsibility of the group using the equipment.

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