

3155 TRANSPORTATION - RESPONSIBILITY OF TEACHERS

Each elementary and secondary curricular (field) and co-curricular trip must be requisitioned by the teacher or coach. The trip must be approved by the building principal, athletic director, or special education supervisor when applicable. The requisition form must be forwarded to the Transportation Department so as to arrive at least five (5) working days prior to the date of the trip.

Prior to initiating a request for a curricular activity (field trip), consideration of the following is imperative:

1. Field trips shall be limited to the Twin Ports (Duluth-Superior) area.
2. Field trips shall be considered on the basis of their importance to the curriculum in providing culminating and aesthetic experiences.
3. Field trip activity between grade levels in the same building shall be coordinated so that students in the building do not participate in a field trip to the same educational experience from one grade level to the next. Certain destinations may offer a changing program which can result in students being transported to the same destination in more than one (1) grade level.
4. Buses requested for curricular (field trip) purposes shall leave and return within the same school day.
5. Teachers shall not arrange field trip(s) to attend an event which is a direct result of a vendor coming into the school to solicit trade for the product or service the vendor promotes.
6. School District buses shall be the primary source of transportation available for elementary and secondary field trips.
7. Buses shall not be requisitioned for a field trip to a location one-half (.5) mile or less from the home school.
8. The individual initiating the requisition shall determine if other groups from the same school are intending to request transportation to the same location. If this is the case, a single requisition shall be submitted so that duplication of trips can be avoided.

When requesting transportation for either curricular (field) or co-curricular trips, the individual completing the requisition shall:

1. Provide an accurate count of students and adults, plus wheelchairs, and the actual date for each trip.
2. Not request a deviation from the normal route either to or on the return trip from the location. Such deviation shall not be requested during the trip as well.
3. Shall indicate the time of day the bus is actually needed so that buses need not arrive in advance of this time causing undue expenditure.

The teacher shall receive consent and waiver of the parent/guardian in writing for all cases where the student is to be transported for related school trips other than regular bus trips to and from school.

Teachers who have requisitioned a curricular or co-curricular trip shall see that students are ready to board the bus promptly at the time indicated. The teacher shall indicate on the requisition form where at the building students will be available to board the bus(es).

Teams participating in school-sponsored events shall ride the designated bus from the home school to the event and return on the bus from the event back to the home school.

Teachers or personnel assigned to accompany students on field trips shall assist in promoting and maintaining proper student behavior on the bus.

Teachers shall not authorize student transportation to and from school without the consent of the principal.

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