**Mackay School District**

**Athletic and Activity Trip Guidelines**

**for Coaches, Teachers, Chaperones**

1. Make sure you carry the Emergency Medical Release forms for your students. These are REQUIRED FOR ALL AWAY EVENTS that take place outside the school day.
2. All student participants are required to ride the bus to and from scheduled events, unless alternative transportation is pre-approved by the principal/athletic director. If a student wants to ride home with his/her parent, the parent must sign a note. Students may only be released to their parent/guardian in a face-to-face situation with the coach/advisor/teacher. If a student wants to ride home with anyone other than his/her parent, written and signed documentation must be provided before the student can ride with anyone other than the parent. Students are not allowed to ride with student drivers or to transport themselves or other students to or from an activity except in the presence of his or her parent/guardian.
3. Take roll before the bus leaves to go to the game and take roll before the bus leaves to return home.
4. If you choose to stop at a store, restaurant, etc., you must supervise students at all times. You should also let students know of any planned stops in advance so they can bring money if needed. Parents also need to know that the bus may be later than usual.
5. REMEMBER: You are responsible for student discipline at all times. The bus driver may remind you of the rules if necessary.
6. Please ask students to use phones to call parents prior to arrival at the school.

This will ensure that parents arrive soon after the buses arrive.

1. You cannot leave the school after a game/event unless all students have been picked up. Students cannot stay at the school without adult supervision.

GENERAL BUS GUIDELINES:

* Head Coach or appointed representative must ride bus to and from event.
* Introduce yourself to the driver
* Confirm itinerary and destination, including destination arrival time expectations and route
* Identify location of emergency equipment (reflectors, bodily fluid clean-up kit, first aid kit, fire extinguisher)
* Student discipline is coach’s/advisor’s/teacher’s responsibility. Please keep the noise level down. The driver may request assistance in enforcing the bus rules, please respond promptly.
* **Boys and girls should not sit in the same seat together. Coaches/Adults need to situate themselves throughout the bus to ensure proper supervision.**
* All passengers must remain in their seats while the vehicle is in motion.
* Aisles and emergency exits must remain clear at all times. Athletic equipment, band instruments, suitcases, sleeping bags, and other travel gear will be transported in the baggage compartments when provided. Personal gear bags, coolers, and other small items shall be stored under or on the passenger seats.
* Emergency exits, rear or side door and windows are for emergency use only.
* No parts of the body will extend outside of the vehicle, nor will any items be tossed or thrown out the windows.
* Athletes will not wear cleats or spikes on the bus.
* Glass and aerosol containers are unsafe and not allowed on the bus. Only plastic and metal containers with secure screw tops be used**. In no instance will open drink containers be allowed on the bus.**
* It is required that the Head Coach or an appointed representative assist the driver in seeing that all trash, litter, and personal items are picked up upon completion of the trip. Bus drivers will complete a walk-through at the end of each trip.
* The driver has had special training in passenger and bus safety and is the judge of where the bus can go and procedures to follow in emergency situations.