

Billings School District 2

NONINSTRUCTIONAL OPERATIONS

Activity Trips

This policy applies to any bus owned by the District. Any bus used to transport District students but not owned by the District shall not be subject to this policy but shall be subject to state and federal law and to any District transportation contract in effect.

The Board insists that use of school buses be strictly limited to transporting students to school or for school related activities. Only the Board may specifically grant permission for buses to be loaned or leased to non-school groups. To operate a bus for an activity event, the District must employ a qualified bus driver and will authorize only activity participants, professional staff, and chaperones assigned by the administration to be on a bus.

An administrator will make a duplicate copy of the passenger list for all activity trips with one (1) copy to remain with a professional staff member in charge on a bus and one (1) copy to be given to the District before a bus departs.

Policy History:

First Reading:	February 23, 2004 – Board of Trustees
Second Reading:	August 12, 2004 – Business Committee
Third Reading:	August 16, 2004 – Board of Trustees
Adopted on:	August 16, 2004
Effective on:	August 16, 2004
Revised on:	