

CHCA Transportation Code of Conduct

Coach/Staff/Faculty/Chaperone Expectations

- **STUDENTS SHOULD NEVER BE PERMITTED TO DRIVE OTHER STUDENTS TO OR FROM SCHOOL SPONSORED ACTIVITIES**
- **No Personal Vehicles:** School employees may not transport a student to or from any school event in their personal vehicle except in the event of an emergency. (Signed permission by the parent/guardian is not acceptable).
- **Climate of Respect:** All adults must show respect to CHCA transportation personnel and the important and difficult job that they perform, including a respectful and collaborative tone, tenor, and helpful assistance with operating the bus successfully and safely. We are all on the same team with the same goals...student safety and positive participation. The goal is to maintain a collaborative supervisory team with cohesive messaging for student passengers.
- **Adults are Responsible for Enforcing the Rules:** Adults in Charge must address student transportation policy infractions and require compliance. If a driver makes a request to maintain safety, the adult in charge is responsible for communicating that request to the students and ensuring its compliance. In case of disagreement, the driver's wishes must prevail per state law – you can work out the problem with the driver after the trip.
- **Duties of Adult in charge:** Adults are responsible for addressing concerns brought to their attention by the driver, and for enforcing CHCA transportation policies, including:
 - no consuming food or drink on the bus – state law
 - students remaining seated while the bus in motion – state law
 - music and noise levels at a safe level as requested by the driver
 - cleats secured in bags
 - maintaining a safe view through the back window of the bus – state law
 - reducing the nighttime glare of cell phone screens when requested
 - assist the driver in keeping the aisles clear and the bus clean by checking for articles left – per state law
- **Equipment:** Equipment necessary for activity participation is allowed on the bus but must be stored in a manner that does not create an unsafe environment.
 - Must be stored under or on seats according to the driver's instructions, and not be moved after that.
 - Cleats are not to be worn on the bus, and must be secured in a bag while bus is en route.
- **Adults in charge should sit near the Front of the Bus:** This allows communication with the driver, while actively monitoring and addressing student behavior throughout the bus while in transit.
- **Adults are Responsible for ensuring timely Departures:** Adults in charge and/or team representatives must ensure that students are on the bus for the trip reservation departure time as requested in the BHS system. This requires students to be present and available prior to departure time. The adult in charge is responsible for communicating to the driver when it is acceptable to depart.
 - If no students or adults are present within 45 minutes of the BHS reserved time, the driver may leave and will be compensated for the 2 hour minimum.

- **Rules for Return Trips:** Adults in charge are responsible for verifying that all students are returning on school provided transportation after an event, unless written permission signed by the parent/guardian is provided to the adult in charge.
- **Van Driver Procedures:** The adult in charge of driving students in a school van to a CHCA sponsored activity must complete all ODE requirements for certification and must complete pre-trip and post-trip inspections of the van per ODE state regulations for every trip.
- **Consequences for Not Following Policy Rules:** If an adult in charge has repeatedly caused bus delays due to not complying with departure times, or does not otherwise comply with these rules, then that adult may lose transportation privileges for their group.
- **Reporting Problems:** For any problems, first speak with the driver and try to work it out. If this does not work then an adult in charge may submit a Transportation Report (found on shared drive) to Human Resources to report a problem involving a driver, student, adult, or issue regarding CHCA transportation. Human Resources will notify the appropriate administrator/department head of the Transportation Report.

Final –

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