

## **NON-INSTRUCTIONAL OPERATIONS**

### Miscellaneous Rules - Bus Operations

1. Trip Tickets
  - a. A district trip ticket "Authorization to Use School Bus" form shall be completed and approved at the central office level two (2) weeks prior to any trip, other than established routes, where district buses, cars or vans are used. A copy of the form will be carried in each bus, car or van while in use.
  
2. Summer School
  - a. School buses may be used for the purpose of transporting students in district approved summer programs conducted or cosponsored by the school district.
  - b. A trip ticket referred to above is required for every school bus trip made on days when school is not in regular session.
  
3. Other Trips
  - a. School buses shall not be used for pleasure trips. The activity must be a definite part of the school program and the students transported are only those participating in the activity.
  - b. Rooter and spectator buses for school activities may be furnished if full reimbursement and payment are made to the school district providing no public transportation licensed by the utilities and transportation commission is available.