

**Background:**

Students have to travel out of the school division for a wide variety of reasons including, but not limited to athletics, field trips, academic competitions, etc. Poquoson City Public Schools (PCPS) has increased capacity for student travel in regard to comfort, dependability, and storage. PCPS now has numerous buses that are equipped with air conditioning and undercarriages for storage. These buses also have a large student capacity, 77 passengers, and many are newer and still under warranty. The following procedures have been developed in regard to out of district travel for PCPS students.

**Procedures:**

- The distance for trips will be measured by utilizing programs such as Google Maps, MapQuest, or similar program and will be measured from the location of departure to the location of the event.
- School buses will be taken on student trips when the trip is under 4.5 hours, or 290 miles.
- Any trip, no matter of the distance, that is taken where a charter bus is requested, will require the charter bus approval form to be completed and be authorized by the school principal and a school board office staff member, no matter of the funding of the charter bus.
- If there is not a school bus available for trips that under 4.5 hours or 290 miles, a request for a charter bus can be completed for approval, no matter of the funding for the charter bus.
- If a trip is greater than 4.5 hours or 290 miles, the charter bus approval form will still need to be completed; however, the charter bus will be allowed, no matter of the funding for the charter bus.

**Date Issued/Reissued:** November 15, 2022

**Attachments/Links:** Charter Bus Approval Form

**Legal Reference (if applicable):** NA

**Approval:** Arty Tillett, Superintendent

**Charter Bus Request Form**

**School:** \_\_\_\_\_ **Date of Request:** \_\_\_\_\_

**Group Making Request:** \_\_\_\_\_

**Location of Trip:** \_\_\_\_\_ **Miles to Location:** \_\_\_\_\_

**Reason for Trip:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Reason a Charter Bus is Needed:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Funding Source for the Charter Bus:** \_\_\_\_\_

\_\_\_\_\_

**Form Submitted By:** \_\_\_\_\_ **Date of Submission:** \_\_\_\_\_

**Principal's Signature:** \_\_\_\_\_ **Date of Submission:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Approved \_\_\_\_\_ Denied

**Asst. Superintendent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Superintendent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*Required for Overnight Trips**