

**Board of Trustees
Douglas County School District****OPERATIONS****FIELD TRIP OR EXTRA ACTIVITY TRIP PROCEDURE****Booking Trips**

Each school site must use the proper transportation forms necessary for requesting trips. The procedure for booking trips is as follows:

1. All trips require two (2) weeks advance notice to the Transportation Department. If special arrangements are needed, call the Transportation Department to check for availability of the desired date. The chances of approval for the desired dates of trips are greatly increased when trips are planned between the hours of 9:00 a.m. and 1:30 p.m. Paperwork may be submitted via mail or fax with appropriate signatures.
2. Out-of-state trips **must** be pre-approved by the Superintendent's Office before submitting the request to the Transportation Department. The Superintendent will not approve any requests not signed by the site administrator. Transportation will not pre-book any out-of-state trips until proper written authorization is received from the Superintendent's Office.
3. All trips must have at least one sponsor or coach riding on the bus. This includes trips to sporting events including rooters/cheerleaders buses. This coach or sponsor must be a current school district employee and must have been approved by the school principal to supervise the trip.

Route Planning

An itinerary is helpful for any trip and essential for long or overnight trips. Communication between the Transportation Department, the driver, and the person who planned the trip is essential and must be done well in advance of the trip. Consideration must be made for the bus driver's hours. (A driver may not be on duty more than 15 hours in a 24-hour period, and no more than 10 hours of this time can be actual driving time.)

Drivers' off-duty time: If a trip is planned for more than 15 hours, then the driver must have off-duty time. In order to be counted as off-duty time, it has to be time spent in a motel resting and is non-paid time for the driver. When a motel is needed for long or overnight trips, it must be arranged and paid for ahead of time as part of the trip request.

Mode of Transportation

The District's primary mode of transportation for transporting students to and from field trips and extracurricular activities where the distance one way is less than 300 miles is by school bus. However, other forms of transportation, including vans, automobiles, charter buses, or airplanes may be utilized in transporting students if the trip is of significant distance (300 miles or more one way), or if other unusual circumstances exist such as small student numbers, loss of instructional time, or other pertinent factors. Vans are not to be used in lieu of school buses for student groups of more than eight students (reference 809(d)(5)).

The District's primary mode of transportation for trips over 300 miles but less than 600 miles one way is by charter bus. The normal criteria for bus chartering are contained in the following section. The Director of Business Services may approve travel by commercial airlines in lieu of charter bus based on trip circumstances including the following:

- the number of students and chaperones making the trip;
- the cost of traveling by commercial airlines versus the cost of traveling by charter bus;
- the need, availability, and cost of ground transportation at the trip destination;
- the amount of lost instructional time; and
- any relevant factors deemed pertinent.

The final authority for decisions regarding the mode of transportation for field and extra-curricular trips rests with the Director of Business Services.

Criteria for Charter Busing

The following criteria is to be used in determining whether or not a chartered bus will be taken on a trip:

1. The destination (location of event) must be at least 300 miles (one way) from the school making the trip.
2. If the trip requires the charter bus to leave school before 5:00 a.m. in order to participate in the trip event, the trip may, with the principal's approval, leave the day before the trip event. In addition, if the return trip would result in students arriving back at the school after 2:00 a.m., the return trip, with permission of the principal, may return the day following the day of the last event.
3. The trip must be within the limit for trips beyond 100 miles as controlled by Administrative Regulation 216(a).

If any league has crossover games which are required with non-decision opponents, a charter bus will only be allowed under the above criteria if there are no options to play decision opponents closer than the 300-mile limit.

The chartering of buses for trips that qualify will be done by the Douglas County School District Transportation Department **only**.

Bus Drivers' Responsibilities

Safety of the passengers is ultimately the driver's responsibility while they are being transported. The bus driver has the final say whether or not to continue on a trip when he/she feels unsafe conditions exist.

Evacuation drills are required before all field trips and twice per season for sporting, music, dance, cheerleading, and drama events.

Bus Driver/Coach/Chaperone Shared Responsibilities

Discipline of the students is a shared responsibility among the driver, chaperones, and coaches with the driver having the ultimate responsibility. Distractions from the road are dangerous and the bus driver's attention to the road comes first, especially at night or in adverse weather conditions.

The school administrator must approve chaperones 24 hours prior to the departure of the trip. Duties of the chaperone include reviewing Policy and Administrative Regulation 523 – 529, and supervising students in a positive way. Chaperones must be strategically located throughout the bus.

Some basic rules to know are:

1. Students are to remain seated while the bus is in motion and keep their hands to themselves.
2. Harassment of others, fighting, or violence of any kind will not be tolerated.
3. Noise must be kept to a reasonable level.
4. All regular school bus rules apply.

The basic duty of the chaperone on the bus is to maintain discipline while the bus transports the group to its destination. With assistance in handling discipline, the driver can devote his/her full attention to the roadway thereby providing the safest trip possible.

[See Policy related to this Administrative Regulation](#)

See also: [Administrative Regulations 809, 809\(a\), 809\(b\), 809\(d\)](#)

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