

SPECIAL USE OF SCHOOL BUSES

The following regulations are applicable to all buses and vehicles operated by the Board both during the summer and during the regular school year:

1. No extracurricular, field or non-routine trip shall be allowed unless there has been prior approval by the superintendent.
2. Applications for extracurricular field trips must be made by the teacher or other authorized person, signed by the principal, and approved by the Superintendent on an application form at least ten school days before the date of the trip, giving the date of trip, destination, purpose, and the organization funding the trip. If the trip is approved, a trip ticket will be issued showing the bus number, driver, and other needed information.
3. On field trips, the teacher or other certificated employee is responsible for the behavior of the students in conjunction with the bus driver's rules and responsibilities. While on board, the bus driver is in charge and has final responsibility of the safety and behavior of students.
4. Drivers will be selected by the administration and in accordance with contract language.
5. Chaperones must accompany each trip, one of whom must be a certificated employee.
6. School buses will not be used for pleasure trips.
7. School buses will not be used to transport spectators, either student or adult.
8. Transporting football teams, bands, and other school groups to observe college or professional games and entertainments is considered a pleasure trip and is not permitted.
9. Each event that requires the use of more than five school buses to transport participants to and from a cocurricular activity will require a resolution by the Board of Education.
10. All participating students are to be picked up at a single designated point and returned to the same. No individual pick up or discharge is permitted unless authorized by the Superintendent/Transportation Supervisor.
11. Board-owned school buses may be used for trips outside the State, provided the entire trip does not exceed 1,000 miles from the point that the bus exits and enters the State of Ohio.
12. School buses may be used for non-routine trips only when such trips will not interfere with routine transportation services (3301-83-16)
13. Authorized and unauthorized passengers for trips are in accordance with 3301-83-17 (A) (B). Unauthorized passengers include children of bus drivers, coaches, or chaperones attending the event unless the child or children are participating in a school sponsored event or are serving as an approved chaperone. Coaches/Bus Drivers are permitted to take one adult guest on trips, with approval from the Superintendent/Transportation Supervisor, if seating space is adequate to accommodate the guest. Guest's name and emergency contact information must be listed on the events passenger list in case of an emergency. If the guest is serving as a chaperone, appropriate ODE required background checks must be completed prior to the trip.

[Adoption date: August 6, 1991]

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