



# Richland School District Two

## FIELD TRIP SPONSOR AGREEMENT

**Trip Sponsored by:** \_\_\_\_\_  
*Print School or Other Organization Name*

**Traveling To:** \_\_\_\_\_  
*Print Name of Destination*

**Trip Date:** \_\_\_\_\_

Sponsors, chaperones, and students are expected to abide by the District's Bus Riding Rules below (students will also abide by the District's Student Code of Conduct).

The trip cannot proceed until each of the following is completed.

All trips must have a sponsor on board the bus when students are being transported. The driver cannot begin the trip until there is at least one sponsor on board the bus.

The sponsor must provide the driver with a student roster. This roster must consist of **ONLY** the student's first name, last name, and date of birth, along with the sponsor and chaperones' names. No other information should be on the roster. The sponsor must check the roster immediately before students board the bus to assure that only students that are to board are listed on the roster. This roster must be checked every time students depart and board the bus. Additional information, such as medical and emergency data is kept by the sponsor, along with a copy of the District emergency procedure guidelines. This roster will be kept by the driver and given to the bus driver's supervisor along with the bus permit at the end of the trip.

The bus driver and sponsor/chaperone will exchange cards, provided by the bus driver, giving each other their names and telephone numbers where they can be reached during the trip.

The sponsor has provided the driver with instructions on reaching the destination.

All equipment is properly stored and riders are seated.

The bus driver has briefed passengers on emergency procedures.

### **The sponsor will:**

- ✓ Direct and supervise all chaperones.
- ✓ Ensure that there is a student to chaperone ratio of 16 to 1 on board the bus.
- ✓ All riders are safely seated and stay seated while the bus is in motion. No passenger is permitted forward of the front passenger seat when the bus is in motion, this includes teachers giving instructions during the trip. If a sponsor/chaperone needs to conference with a student while the bus is in motion,

the sponsor/chaperone may move to the student (the student is not to move to the sponsor/chaperone).

- ✓ Bus aisles and emergency exits are clear and unobstructed; this requires that no objects (coolers, suitcases, sport equipment, etc.), trash and trash bags be located in the aisles or block easy access to an emergency exit of any kind (this includes window exits).
- ✓ The sponsors must allow adequate time after loading for drivers to brief passengers on emergency procedures. The bus driver will announce the following:
  - Review location and operation of emergency exits
  - Review procedures for evacuation of the bus
  - Ensure that access by passengers to these exits are not obstructed
  - Inform the passengers that they cannot extend any part of their body outside the interior space of the bus when the bus is moving
  - Inform the passengers that they cannot throw anything from the bus
- ✓ The sponsors and chaperones are responsible to ensure all passengers are accounted for before departing any location where passengers have exited the bus.
- ✓ The sponsor is responsible for providing the driver with directions to the destination and parking arrangements once there. This includes if stops are made at restaurants or other intermediate stops.

During the trip the driver will depend on the Sponsor and Chaperones to:

- Assist the driver in assuring that all rules, regulations and laws governing the operation of a school bus are adhered to throughout the entire trip by all passengers.
- Position themselves in **various areas** in the bus to best monitor the students.
- All food items, drink containers, and trash are placed in trash bags by students, sponsors, and chaperones prior to the end of the trip. A cleaning charge will be added to the trip cost if excessive cleaning is required after the students have departed.
- Bus interior including under seats and overhead racks and all under-floor storage areas must be checked at the end of the trip to ensure removal of personal items and equipment. The district is not responsible for items missing from or left on the bus.
- For safety reasons, no loud music, singing, or cheering are permitted. Profanity, ethnic slurs, or bullying are prohibited. Students will abide by the District Student Code of Conduct at all times.

- No part of a rider's body may extend outside the interior of the bus while the bus is in motion. No rider is allowed to throw items from the bus.

The Driver has the authority to:

- ✓ Cancel the trip or return earlier than scheduled due to severe weather conditions or in the event of operational safety issues.
- ✓ Assure compliance with all state and federal motor vehicle safety and school transportation laws and regulations.

The driver is permitted to leave the immediate vicinity to go and get something to eat. The driver may not go further than 5 miles and must be back within 20 minutes. Other than going to get something to eat, the driver must remain at the site or on the bus. If the driver leaves the bus for any reason or any period of time, the driver must, on each return to the bus, conduct a full pre-trip safety and security inspection.

Our primary purpose is to transport students safely. If drivers experience excessive disciplinary problems, they are instructed to first pull over to handle the situation or give the sponsor(s) an opportunity to resolve the situation. If the misbehavior continues, the driver has the responsibility to report the situation to his supervisor, at which time a written report will be made to the school principal. Misbehavior may result in the loss of trip privileges for students, groups, classes, or teams who refuse to follow the safety rules.

I have read and understand the above guidelines and agree to comply for the duration of the activity trip stated above.

**Sponsor's Name:** \_\_\_\_\_  
*Print Name*

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
*Sponsor Today*