



Montgomery County Schools



Transportation Department

School Bus Trip Procedures

1. A trip request should be received at the Transportation Department at least 7 days prior to a departure date. DO NOT schedule evening trips before 4:15; and return time is before 2:00 p.m.
2. Complete the Field Trip EAP form and submit with the Field Trip Request form.
3. All trip requests must be filled out completely before sending to transportation.
4. Directions, departure and arrival times, to and from, should be included in your request for the bus drivers.
5. All school sponsored trips must be chaperoned by school faculty or staff members. Chaperones share responsibility with drivers for discipline on the bus and maintaining schedules. Chaperones should be seated throughout the bus to monitor student behavior.
6. On out of district trips, there should be no more than two-thirds bus capacity on any one bus with middle and high school students (44 per bus – conventional, 52 per bus – forward control).
7. The Board must approve all out of state and overnight trips.
8. Evacuation procedures should be addressed before the bus leaves the school grounds.
9. Telephone numbers of staff, and telephone numbers and information on students should also be made available.
10. Any special medical problems should be known and accommodations made.
11. Proper procedures for use of cargo boxes and securing luggage should be followed.
12. School buses cannot be fueled with students on the bus.
13. Seating chart must be filled out before leaving.
14. No food or drinks should be consumed on the bus.
15. The bus should be left clean at the end of the trip – anything brought on the bus should be taken off.
16. Contact the Transportation Department (497-8797) a day or two prior to your trip to confirm it has been scheduled with them.
17. Have a safe, efficient, and trouble free trip.



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Board Owned Vehicle Drivers Information

1. Anyone driving a Board Owned Vehicle must have a current driver's license on file at the Board office with the Transportation Department and be added to the Board's insurance prior to driving the vehicle.
2. Anyone driving a Board Owned Vehicle and transporting students must have a current driver's license and MVR (motor vehicle record).
3. A transportation request must be completed and approved before the Board Owned Vehicle can be used.
4. When you drive a Board Owned Vehicle, the mileage must be logged.
5. All Board Owned Vehicles transporting students must be inspected monthly by the Bus Garage staff, and have the "transporting student" sign visible.
6. You should leave the vehicle with at least a half tank of fuel.
7. At your return, if there are any issues with the vehicle, please let someone at Transportation or the Bus Garage know, preferably in writing or email. Be sure to return the keys when you return from your trip or first thing the following morning.
8. Clean any trash or materials out of the vehicle at the return from the trip. No smoking in the vehicle. Cell phone use and texting is prohibited while driving.
9. Obey all traffic laws and Board policy while driving a Board Owned Vehicle. (06.2 AP.12)

Thank you and have a safe trip!