

HCS Activity Bus Protocol

The purposes of these guidelines are to help ensure that HCS provides a positive and safe experience for all students and employees. School-sponsored events include athletic competitions, field trips and other educational excursions or extracurricular activities. Students must be supervised at all times while participating in a school-sponsored event, including the transporting of students.

Staff members / coaching staff /chaperones will oversee the transportation of students as they travel to and from their destination. Adult supervision must be present before any students board or exit the bus. Adults should supervise and monitor the loading and unloading of the bus upon departure and arrival.

A roster of student participants, copies of parent permission forms, student medical needs information and any other emergency contact information needs to be provided to responsible staff members before departure. A second copy of the aforementioned documents shall remain at the school with the school's administration.

Students and/or chaperones will load any trip gear (not the bus driver) under the direction and guidance of the bus driver in order to meet the appropriate loading requirements. Equipment should be confined to those articles that can be transported inside the bus cargo area/ luggage compartments (if available). Any equipment carried into the passenger area of the bus must be placed so as not to block any aisles, emergency exits, or windows. If appropriate, some articles may be held on the student's lap or stored under the seat. The responsible staff member/coach must notify the bus driver when the students and equipment are loaded and the bus is ready to leave.

Efforts should be made to provide separate transportation for female and male students when they are being transported to extracurricular events. However, when separate transportation is not feasible, students will be assigned seats on the bus through a seating arrangement that separates female and male students. Female and male students must not sit in the same seat while traveling on the bus.

Prior to boarding the bus, students should form single-file lines of female and male students; these two lines will assist in preparing students for boarding the vehicle. Female students are to sit in the front of the bus with their assigned chaperone/coach. If additional space is required for female students, then they will sit in the middle of the bus along with their assigned chaperone/coach. The female students' chaperone/coach will sit in one of the seats that separate the female and male students. Male students will sit in the rear of the bus with their appropriate chaperone/coach. Additional chaperones/coaches, should seat themselves evenly throughout the bus to assist with student discipline and with evacuation in case of an emergency. Chaperones/coaches should be located in the bus so that the students are visible from all angles.

All passengers must cooperate with the bus driver in the enforcement of special regulations and conduct themselves in a reasonable and appropriate manner. If students do not remain in their assigned seats during the trip to/from school, bus privileges or participation privileges may be

suspended for a period of time or revoked completely. For egregious offenses, students will be disciplined in accordance with the student behavior code as outlined in the HCS Parent-Student Handbook.

Students are to remain under the supervision of the chaperones/coaches for the duration of their stay at the destination and are not to depart from the site after their arrival unless released by chaperones/coaches to appropriate guardians in accordance with the guidelines of the school's release policy.