

Tumwater School District Procedures

SPECIAL TRIPS

General

Any persons involved with the transportation and/or supervision of students on special activity, field or extra-curricular trips utilizing Tumwater School District vehicles must be familiar with the regulations and procedures which govern this part of the educational program. Close cooperation between drivers, supervising staff members, students, and parents is required to assure that these special transportation services operate in an orderly, safe and efficient manner consistent with state law and district policy.

Procedures for Requesting Special Trips

1. All requests for school buses to be used on special trips must be approved by the building principal and submitted to Transportation in duplicate on the proper forms at least seven (7) days prior to the date of the trip. Forms are available at the individual schools.
2. Certain trips require approval by the Board of Directors. Approval must be obtained before the Transportation Department is asked to assign buses.
3. The use of buses for special trips must not interfere with regular bus routes. Special trips should be scheduled between the hours of 9:30 a.m. and 2:00 p.m. Athletic events constitute a notable exception.
4. The Transportation Department must be notified immediately by the site when activity or field trips have been cancelled or altered.

Operating Regulations for Staff

1. When a teacher, coach or other certificated staff member is assigned to accompany students on a bus, he or she shall be primarily responsible for the behavior of students in their charge. However, the bus driver shall have final authority and responsibility.
2. Heavy, sharp, bulky and/or other articles which may be hazardous in the event of an accident shall not be transported in the passenger area of any school bus. Specific attention is directed to items such as skis, ski poles, vaulting poles, musical instruments, riser platforms, etc.
3. Teachers and all other school district staff members should refrain from requesting students to transport prohibited items between home and school on a school bus. Items which shall not be transported within the passenger area of a school bus also include all forms of animal life (except Seeing Eye dogs), firearms, weapons, breakable containers, flammables, and all other articles which could adversely affect the safety of the bus and passengers.
4. Procedures for the safe loading of students:

- A. Students must be in the appropriate line for their buses.
- B. The head of each line of students must be no nearer than ten (10) feet from the sidewalk/curb/loading space.
- C. Students must remain in line until the bus has come to a complete stop and the driver has opened the door.
- D. Adult supervision must be provided for students waiting to board the bus.

Regulations and Procedures for Student Conduct on Special Trips

1. Tumwater School District Transportation Rules and Regulations govern student behavior on field trips or extra-curricular runs.
2. Teacher or other adult supervisors should be provided on an approximate ratio of one adult per thirty (30) students on each field or extra-curricular trip.
3. The supervisors accompanying a group of students are responsible to brief the students on bus rules and should seat themselves in the best location for supervising students on the bus. Special attention should be given to students seated at emergency exits.
4. The bus driver's primary responsibility is driving the bus on special trips – not maintaining discipline. However, the bus driver is responsible to call to the supervisor's attention any behavior which, in the driver's judgment, endangers the safe operation of the bus or violates the Transportation Rules and Regulations. Trip supervisors are expected to take appropriate action to correct such behavior. However, the bus driver shall have final authority and responsibility.
5. Loud noise, shouting and singing are not permitted in populated areas or in heavy traffic. At the discretion of the driver, singing may be permitted in remote areas where the noise level will not interfere with the safe operation of the bus.
6. Athletic Trips: Students will remove their shoes with cleats or spikes before entering the bus. Football helmets will not be worn on the bus.
7. Eating on the Bus: Eating on the bus is not permitted EXCEPT when specifically authorized and supervised by an accompanying teacher, coach or other staff member.
8. Cleanliness of Bus: At the completion of each trip the coach, teacher or other staff member will be responsible to have the bus cleaned to the driver's satisfaction.
9. In cases of accident or emergency affecting the safe operation of the bus, the driver has the decision-making responsibility.