

STUDENT TRIPS

Sponsors of groups must obtain initial approval of student trips from the building principal.

Use of District buses for student trips is subject to the availability of buses and drivers. Priority of scheduling is as follows:

1. Contests will receive priority for service by District transportation.
2. School-sponsored events that occur only for one specified date will have the next priority.
3. Other student trips will be scheduled on a first-come, first-served basis.
4. Any conflicts between item 1 and item 2 will be on a first-come, first-served basis.

Student trip guidelines are as follows:

1. All arrangements for student trips will be approved by the principal or designee initially, and then scheduled with the transportation department. Student trip request forms are available on the transportation Web site, <https://internal.springbranchisd.com/admin/transport/bus1.htm>.
2. A fully completed student trip request form must be submitted to the transportation student trip office at least ten days prior to the date of the student trip.
3. All student trip costs will be charged to the appropriate school budget at a rate approved annually by the Board.
4. School groups must be prepared to either provide their own certified driver or make arrangements with a commercial transport company in the event the student trip conflicts with the transportation of students to and from school. Principals will be notified by the director for transportation when conflicts occur.
5. Normally, the transportation department will be unable to supply drivers at the following times:
 - a. 6:00 a.m.—9:00 a.m. (Monday–Friday)
 - b. 2:00 p.m.—5:00 p.m. (Monday–Friday)
6. An appropriate number of chaperones must accompany the group. The principal will assign chaperones.

TRANSPORTATION MANAGEMENT
DISTRICT VEHICLES

CNB
(REGULATION)

7. The director of transportation will assign the drivers for all student trips that require the services of staff members in the transportation department.

**RESPONSIBILITIES
OF GROUP
SPONSOR**

Group sponsors are responsible for the behavior of students while on the student trip. Group sponsors must confirm the student trip one day prior to the date of the trip.

Sponsors will receive their bus on the date of the trip, fully serviced and clean. The sponsor will ensure that the bus is swept and all loose trash, equipment, and/or materials are removed before returning the bus to the transportation department.

Any damage to the bus will be charged to the student(s) responsible for the damages. If the student(s) causing the damage cannot be identified, the organization will be held responsible.

**EXTRACURRICULAR
ACTIVITIES**

Students who are provided District-sponsored transportation to school activities that require transporting fewer than 15 students will be transported either by a school bus, motor bus, a passenger car, or passenger van. The passenger car or must be rented by the District with District funds. The use of 15 passenger vans is not permitted under any circumstances. Students must be transported by an authorized driver who is a District employee.

**TYPE OF VEHICLE
USED**

In all circumstances in which passenger cars or passenger vans are used to transport students, the operator of the vehicle will ensure that the number of passengers in the vehicle does not exceed the designed capacity of the vehicle and that each passenger is secured with a safety belt.

**REQUIREMENTS
FOR DRIVING
VEHICLE**

The operator of a school bus or passenger van may not require or allow a student to stand on a school bus or passenger van that is in motion.

The driver of a school bus must [see DBA(LEGAL)]:

1. Be at least 18 years of age.
2. Be properly licensed to operate a school bus.
3. Undergo an annual physical examination that will reveal whether he or she is physically and mentally capable of safely operating the school bus.
4. Undergo drug or alcohol tests in accordance with Board policy. [See DHE]
5. Undergo a criminal history check prior to employment, and a driver's license check with the Texas Department of Public Safety.

6. Have a certificate stating that he or she is enrolled in, or has completed a driver-training course in school bus safety education that has been approved by the State Board of Education and the Texas Department of Public Safety.

**TRANSPORTING
STUDENTS TO OFF-
CAMPUS FACILITIES**

The District may or may not provide transportation to or from off-campus facilities. The principal or designee will approve all arrangements for the transportation of students to these activities.

In those situations where the District does not provide transportation, the following guidelines are to be followed:

1. As a condition of participation in an activity, at an off-campus facility, the student must obtain his or her own means of transportation.
2. The staff member supervising the activity must not coordinate or in any way facilitate the transportation of students to or from an off-campus facility.
3. At the beginning of the school year or at the time of enrollment of a student in an activity for which District-sponsored transportation will not be provided, the staff member supervising the activity will inform students and their parents or guardians. [See CNB(EXHIBIT)-A]
4. It is recommended that adult drivers be used for student transportation that is not provided by the District.