

**Extracurricular
Activities**

Reservations for buses for extracurricular and co-curricular activities shall be made by sending an online request form to the transportation department ten working days in advance of the trip. Emergency situations will require the approval of the appropriate assistant superintendent.

These requests must be signed by the building principal or, in the case of an athletic event, by the athletic director and/or principal.

Each stop requested for an extracurricular/co-curricular trip shall be listed in advance. The transportation department shall decide on routes to be used since this is determined in many cases by the bus size, traffic patterns, etc. The bus driver cannot change the route except in cases of emergency.

Group sponsors are in charge of student behavior on field trips. Eating on the buses may be allowed on special trips when it is supervised by teachers and sponsors. When eating is allowed notify transportation prior to the trip. Glass containers are prohibited for safety reasons. The bus driver shall determine return loading time according to actual driving time needed in conjunction with road conditions.