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RICHFIELD PUBLIC SCHOOLS
ADMINISTRATIVE GUIDELINES
ACTIVITIES TRANSPORTATION

I. INTRODUCTION

These administrative guidelines are to facilitate activities transportation services; this includes but is not limited to athletics, school sponsored clubs, and theater, pursuant to Policy 744: Activities Transportation.

II. ARRANGEMENT OF TRANSPORTATION

Richfield Public Schools employees may undertake independent arrangement, scheduling or coordination of transportation for activities only when specifically directed or approved by the activities director. District employees will notify the activities director of all transportation arrangements made.

III. EMPLOYEE TRANSPORTATION OF STUDENTS

Transportation shall be furnished through a commercial carrier or school-owned vehicle. All vehicles used to transport students shall be properly registered and insured. Employees may transport students on approved trips in rental vehicles. All employees driving students need to complete the school's van training prior to transporting students.

An employee may use a personal vehicle to transport staff or personal property to activities upon prior, written approval from administration.

An employee must not use a personal vehicle to transport one or more students to activities.

A. If immediate transportation of a student is required due to an emergency or unforeseen circumstance, such as the illness or injury of a child, and the transportation does not constitute regular or scheduled transportation, a personal vehicle may be used. To the extent a personal vehicle is used, the vehicle must be properly registered and insured.

B. An employee must obtain preapproval by administration of student transportation by a personal vehicle, if practicable. If preapproval by administration of use of a personal vehicle cannot be obtained in a reasonable time given the circumstances, an employee shall report the relevant facts and circumstances justifying the need for use of a

1 personal vehicle to administration as soon as practicable. The
2 relevant facts and circumstances for use of a personal vehicle shall
3 be documented by administration.

4 **IV. STUDENT DISCIPLINE**

5 Rules of conduct and student discipline shall apply to all student
6 transportation.

7 In the event a student desires to return home from an event with a parent
8 or other adult, a letter of permission, signed by the student's parent or
9 guardian, must be presented to the activities office prior to the event.
10 The letter of permission is appended to this document. In the case of a
11 family or medical emergency at an away event, parents may transport
12 their student or make arrangements to have their student transported.
13 Circumstances of the emergency and the transportation arrangements will
14 be reported to the activities director as soon as possible.

15 **V. ACTIVITIES TRANSPORTATION**

- 16 A. The transportation cost to attend an event shall be the personal
17 responsibility of the student.
- 18 B. Transportation to scheduled practices shall be the personal
19 responsibility of the student.
- 20 C. Transportation shall be provided to competitions within a 70 mile
21 radius of Richfield High School.
- 22 D. Transportation to scrimmages and competitions outside of a mile
23 radius of Richfield High School requires prior approval by the
24 activities director.
- 25 E. Activity transportation requests should be submitted to the
26 transportation department at least two weeks in advance of the
27 event.
- 28 F. Whenever possible, buses shall be scheduled in such a manner to
29 reduce the number of buses used. Groups shall share transportation
30 when having common destinations and may be expected to wait
31 for the completion of each other's events before the return trip.
- 32 G. A coach style bus is recommended for travel outside the districts
33 70 mile radius transportation limit. Availability of a coach style bus is
34 not guaranteed.
- 35 H. Coaches and activity advisors are encouraged to use a school van
36 when transporting small groups.
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- I. The transportation department is encouraged to contract for transportation service to accommodate trips beyond the district's capacity.
- J. When feasible, the District may provide transportation from school to home bus stops after activity practices.

VI. FEE FOR SERVICE

The transportation department will charge the user group the established cost per mile for the use of a van or school bus plus the labor cost when a licensed school bus driver is required.

Dated: April 15, 2002
Reviewed: March 19, 2007
Revised: May 20, 2019; October 21, 2024