

**Administrative Procedures for Policy # 4201 (Support Services)
Regarding Student Transportation Extracurricular Trips and Field Trips**

I. Definitions

- A. Authorized passengers - those individuals who are approved to use transportation services provided by the Board. It shall be deemed to include, but be limited to, students and teachers of Calvert County Public Schools (CCPS), approved chaperones and school bus/vehicle contractors
- B. Board – the Calvert County Board of Education, its agents and assignees
- C. Contractor - an individual or entity contracted by the Board to provide student transportation services
- D. Approved chaperone - Those individuals who have a completed and approved volunteer application on file and who are at least 21 years of age or the parent of a Calvert County Public School student. Chaperones for overnight trips must be approved by the principal and have currently approved fingerprints on file.
- E. School - any facility at which educational instruction is provided by CCPS
- F. School bus/vehicle - a school bus/vehicle that meets all federal and state laws, rules and regulations, Board policies and procedures, and any other requirements and is used for the purpose of transporting CCPS students to and from school
- G. Student - an individual legally enrolled in CCPS or who is placed in another school by the Superintendent/designee or an IEP team
- H. Student with disabilities - a student who, for the purposes of transportation services, is determined by the IEP team to have special transportation needs in accordance with federal and state laws, rules, and/or regulations
- I. Transportation Services - transportation provided by the Board to students and authorized passengers

II. Guidelines for Extracurricular Trips, and Field Trips

- A. Transportation for trips that every class in a particular grade level participates in such as Calvert Marine Museum, CHESPAX, Jefferson Patterson Park, the One-Room School House, and the Old Wallville School will be arranged by the Transportation Department.
- B. The Transportation Department may provide guidance to instructional supervisors or departmental directors in the assignment of all school bus/vehicles when requests for county-wide events are received such as band, chorus, strings, dance, theater and Student Government. Trip requests must be submitted to Transportation at least ten (10) business days in advance of the date of the trip.
- C. Schools are responsible for planning any field trips beyond those planned by central office instructional supervisors.

1. If a lift-gate school bus/vehicle or safety vest is required to transport a student with disabilities, the school must notify the Transportation Department when they enter the request into Traversa. Transportation will facilitate the arrangements to ensure the proper equipment is on the bus. This must take place ten (10) business days in advance of the trip. Trips requiring a bus assistant will incur an additional cost for the hours of the trip.
2. Schools enter their request into Traversa with the date, time, destination, number of buses along with the number students/staff members. The request should include the exact itinerary for the trip and be entered at least 10 days prior to the trip. Once entered, the trip requires school level administrator approval before the Transportation Department can schedule the trip.
3. Schools must notify the Department of Transportation of any cancellation. If the school bus/vehicle has already left the bus lot prior to receiving notification, a fee may be charged.
4. Schools will be responsible for requesting their own trips including but not limited to: athletic, music and theatre trips. Each school is responsible for staying within its annual budget allocation and shall be responsible for payment beyond this allocation.