Foley Public Schools Revised: 04-23-2018 *Foley Model Policy 710.1*

Foley Public Schools Adopted by the Board: 06-25-2018

710.1 SCHEDULING OF TRANSPORTATION

I. Purpose

The purpose of this policy is to make clear the scheduling of transportation for school activities; including the types of activities, vehicles, and processes used in scheduling. The district's desire is to keep transportation as a part of district operations rather than contracting an outside vendor, but recognizes there are some occasions when an outside vendor is needed.

II. General Statement of Policy

The determination whether to provide transportation for school activities, curricular and extra-curricular, is made by school administration. Consideration is to be given to keeping costs to a minimum, distance traveled, and the occasion or event being of a special nature such as Prom. The Transportation Supervisor is responsible for coordinating transportation when determined to be needed by administration.

The district recognizes the increased level of safety provided by using a properly trained driver and vehicle meeting Minnesota Department of Transportation requirements.

III. Scope

1. Staff that are properly licensed and trained may drive for academic activities during the day. Examples; field trips during the day to a stream to collect samples or FFA activities.
2. If a bus is paid for or in part by another entity, then outside transportation may be used. It will be noted on the schedule so the Transportation Supervisor is aware.
3. If it is financially wise for the district, then transportation will be reviewed with the Transportation Supervisor and scheduled.

4. The AD and Transportation Supervisor will review schedules to identify where possible trips may be looked at as "charter bus" trips. This is to be completed ahead of time.
5. The transportation Supervisor will be informed of ALL trips scheduled, especially those from an outside vendor, so he is aware and can monitor the usage. This includes all special trips such as Prom or community education activities.

6. If district vehicles/busses are unavailable, then an outside vendor may be used.

IV. References: MSBA Model Policy 710 Extra-Curricular Transportation, 709 Student Transportation Safety, 706 Acceptance of gifts.

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