

Non-Routine Use of School Buses and Motor Vans

Buses and motor vans owned by the Board are used primarily for the purpose of transporting students to and from school and for school-approved activities.

“Non-routine student transportation” is defined as transportation of passengers for purposes other than regularly scheduled routes to and from school, including but not limited to transportation to school-related events. School buses and motor vans may be used for non-routine trips only when approved by the Board and the trips do not interfere with routine transportation services.

All non-routine transportation will be conducted in compliance with State law. The Superintendent/designee will issue a trip permit that meets the requirements of the Ohio Administrative Code for any non-routine student transportation.

Buses and motor vans are available to all classes, groups or organizations within the schools in accordance with the following.

1. The use of District-owned buses and motor vans is scheduled through the transportation office.
2. Fees charged to groups for the use of the buses and motor vans are established in accordance with State law and made part of District regulations.
3. The drivers of the buses and motor vans must meet all Federal, State and District requirements for drivers, including proper licensing, certification or other qualifications. Bus drivers must be registered with the Ohio Department of Education and Workforce as a qualified bus driver.
4. The drivers of the buses and motor vans ensure that the vehicles are not overloaded, emergency exits are not blocked, and that students conduct themselves in a safe and orderly manner while in the vehicles and that the vehicles are operated in a safe and lawful manner.
5. The drivers of the buses and motor vans are responsible for reporting in writing to the transportation office the condition of the vehicles, particularly any need for repair or servicing.

The District is permitted to make its school buses available to a municipal corporation or other political subdivision or agency of the state, or with an agency of the federal government, to

operate its buses to assist the agency, group, organization, or political subdivision in the fulfillment of its legitimate activities and in times of emergency.

[Adoption date: August 6, 1991]
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October 15, 2025

Legal References

ORC 3327.01, ORC 3327.018, ORC 3327.05, ORC 3327.10, ORC 3327.13
ORC 3327.14, ORC 3327.15, OAC Chapter 3301-83

Cross References

EEACD, Drug Testing for Motor Van Drivers and District Personnel Required to Hold a
Commercial Driver's License
GBQ, Criminal Records Check
IICA, Field Trips