

STILLWATER PUBLIC SCHOOLS
ACTIVITY TRIP AND VEHICLE
USE GUIDE
2026-2027



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PURPOSE OF THIS GUIDE

Welcome to the Stillwater Public Schools Transportation Guide.

The transportation of students to and from school is a vital part of a strong educational program. Safe and efficient school transportation depends on two key elements: competent drivers and consistent operating standards. When these are in place, we ensure that our program remains safe, efficient, and economical for everyone involved.

Purpose of This Handbook

This handbook is designed to be a quick reference for schools to navigate transportation needs and requirements. Inside, you will find answers to common questions, explanations of rules and procedures, and guidance on handling both daily responsibilities and emergency situations.

CONTACT INFORMATION AND BUSINESS HOURS

Phone: 405-533-6347

Address:

5021 N. Perkins Rd.
Stillwater, OK 74075

Office Staff:

x5091 James McDaniel - Dispatcher jmcdaniel@stillwaterschools.com

- Activity trip changes and status updates, shuttle updates, vehicle location.

x5088 Vicki Jameson - Compliance Clerk vjamesion@stillwaterschools.com

- Driver's license, MVRs, fuel pins, and billing information.

x5089 Gary Moffitt - Mechanic gmoffitt@stillwaterschools.com

- Mechanical issues.

x5087 Matt Parsel - Director MParsel@stillwaterschools.com

- Routing, student assignments, and all other concerns.

Business Hours:

6:00AM - 5:00PM on regularly scheduled school days.

Contact the Transportation department during regularly scheduled hours for availability on non-school days.

DRIVER REQUIREMENTS

- Approval to drive a district vehicle requires a valid Oklahoma driver's license and a current Motor Vehicle Record showing a good driving history as defined by the district's insurance carrier be on file at the transportation office.
- Drivers will use the vehicle only for school business within the scope of the driver's authority observing all traffic laws and safe driving practices.
- Drivers will not allow an unauthorized person to drive the vehicle.
- All drivers are required to report suspension or revocation of their driver's license to the transportation department.
- District vehicles shall not be loaded with more passengers than their design capacity. Each passenger must occupy a seat when the vehicle is in motion.
- In vehicles equipped with primary restraint systems (e.g., seat belts), each occupant must use the restraining device as designed.
- Drivers who are involved in two (2) vehicle related incidents in a twelve (12) month period or three (3) incidents in a thirty-six (36) month period will be required to take a driver improvement course.
- Any driver of a motor vehicle involved in two accidents within a twenty-four (24) month period while functioning as an agent of the district and in which the driver acted negligently (and caused personal injury and/or property damage) shall be required to attend and successfully complete a Motor Vehicle Improvement Course, and must be attended within six (6) months of the date of the second accident.
- At the superintendent's or designee's discretion, drivers may be required to complete a driver improvement course. Drivers required to complete a motor vehicle improvement course must do so at their own expense.
- Any driver of a motor vehicle, while functioning as an agent of the district, that is involved in two (2) accidents in twenty-four (24) month period as a result of backing and or rear ending shall, in addition to the above paragraph be declared uninsurable for a period of three (3) months following the second accident.
- Use of wireless communication devices is prohibited while operating a school vehicle. If an emergency arises, the driver shall remove the vehicle from the roadway to place an emergency call to the proper authority. Drivers violating this policy shall be subject to disciplinary measures which could include termination employment.
- Before operating a school vehicle, the driver is responsible for ensuring that all necessary safety equipment and control devices are in good condition.
- All vehicles are to be returned to the transportation office fueled and free of trash and personal items.

TRANSPORTATION REQUESTS

All transportation requests must be submitted at least 7 days in advance. See your site administrator for the request process specific to your building or department. Submitting requests early and with complete information ensures smooth planning and timely approval.

TRANSPORTATION COSTS

For student groups, clubs, and athletic teams participating or competing in regular-season events, or qualifying for postseason or advanced competitions at the local, state, or national level, there will be no cost for District-provided ground transportation. This coverage applies exclusively to events hosted by state-sanctioned organizations or affiliated regional or national organizations. Expenses for all other travel outside of the SPS district boundary is the responsibility of the requesting group.

For estimating charges, our current rates are:

Bus mileage = \$1.25/per mile

Bus driver = \$18.00/per hour

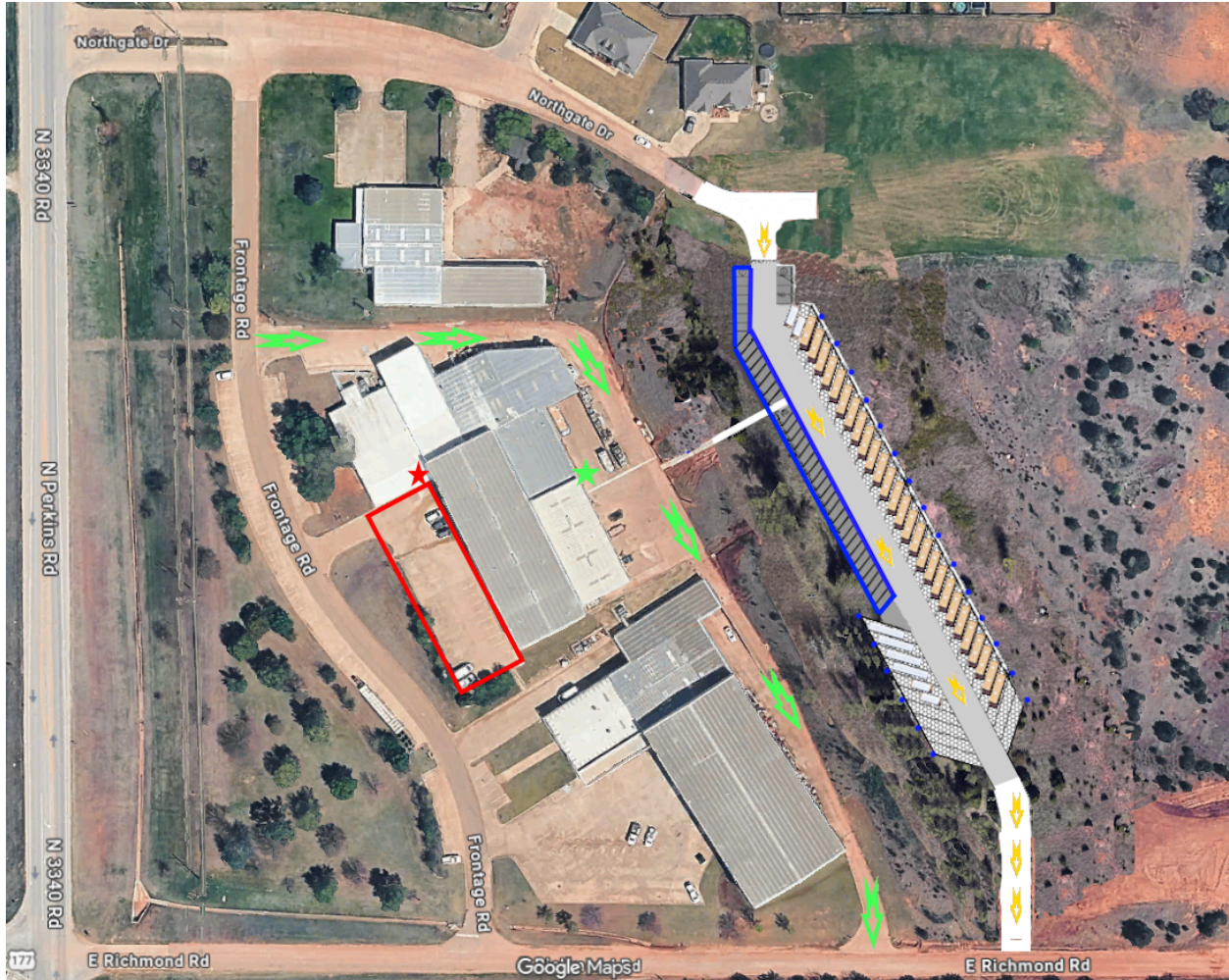
SUV mileage = \$0.35/per mile

ACTIVITY TRIP GUIDELINES

- Trips requesting a driver from the transportation department must be scheduled to depart after 9:00 AM and return to the school by 2:30 M-TH, 1:30 PM on Friday.
- Bus trips are limited to destinations within 750 miles.
- **Out-of-state trips** must be approved by the Superintendent.

VEHICLE PICK UP

District vehicles are parked at the Transportation Department located at 5021 N Perkins. Keys and paperwork can be picked up in the dispatcher's office during regular business hours. Your staff ID should allow entry through the main door (Green star below) during that time. The driveway to access the office is one way as indicated. If your activity is leaving outside of regular business hours, contact our office to check availability and make arrangements for pick up.



Bus pick up

Buses are parked in individually assigned spaces in the gravel lot to the East of the building. Traffic is one-way from North to South and the speed limit is 10 MPH. Buses are backed into the designated spaces. Employees can park in any of the spaces with a concrete curb(blue on the map). When taking a bus, be sure to complete a pre-trip inspection and disconnect CNG lines and electric cords before departing. Gates are to remain locked outside of regular business hours.

SUV pick up

SUVs are parked in the parking lot on the West side of the building(red square). Employees can park personal vehicles in any empty space in that same parking lot when picking up a district vehicle. It is recommended that all drivers walk around inspection for damage or defects and take a moment once inside the

vehicle to adjust mirrors and get familiar with the vehicle controls.

VEHICLE DROP-OFF

All vehicles are to be returned to the Transportation Department upon returning from the scheduled activity unless otherwise approved in advance. Vehicles should be fueled before they are returned and all trash and personal items should be removed leaving the vehicle ready for the next driver.

Bus drop off

Buses are to be parked in their designated parking spot. When parking, CNG lines and electric cords when applicable should be reconnected. Keys and paperwork can be returned to the drop box attached to the fence near the walk through gate on the West fence.

SUV drop off

SUVs can be parked in any of the parking spaces on the West side of the building. Keys and paperwork can be returned to the drop box located under the awning on the North end of the parking lot(red star above).

VEHICLE MAINTENANCE CONCERNS

Inspection forms are available in the dispatch office and in SUV key return box.

Inspection forms must be completed before driving a bus on an activity trip. For other district vehicles, drivers should do at least a basic walk around inspection for low tires or obvious defects/damage. The inspection form should be used to report any concerns observed while driving the vehicle. In addition to submitting an inspection form, concerns can be emailed to gmoftt@stillwaterschools.com and mparsel@stillwaterschools.com. For immediate concerns, contact the Transportation office.

ACCIDENT PROCEDURES

The following procedures should be followed for all traffic accidents involving school vehicles. All accidents require a police report and must be reported to the transportation department.

If you are involved in an accident while transporting students, remember that your first priority is the safety of the students. **NEVER leave students unattended!** If you are the only adult in the vehicle, wait until another school employee arrives before exiting the vehicle.

1. Secure the area
 - a. Make sure all vehicles involved are stopped and are in no immediate danger of being struck by other traffic.
 - b. Make sure there are no immediate life threatening injuries.
2. Call for assistance
 - a. If the accident occurs in Stillwater during regular operation hours, contact the transportation office by radio or phone (533-6347).
 - b. At any other time or location, contact the appropriate local authorities. If there are injuries or the threat of injuries, call 911.
 - c. When calling for assistance, you should be prepared to give the following information.
 - i. Location-direction of travel-mile marker and such
 - ii. Nature of accident – including number of vehicles involved
 - iii. Are there injuries requiring ambulance assistance?
3. Reassure the students.
 - a. Students should remain seated in the same location as when the accident occurs.
4. Exchange information.
 - a. While waiting for police to arrive, begin getting student information including name, address, phone number and location in the vehicle at the time of the accident.
 - b. Get the reporting officer's name, agency, and report number.
 - c. Do not accept responsibility for the accident or offer to pay for any damages. The insurance company will determine fault and pay damages as appropriate.
 - d. Do not make statements about vehicle defects.
5. Follow up with the transportation office
 - a. All accidents must be reported to the transportation office. If the accident occurs outside of Stillwater, notify the transportation office on the next business day.

RELATED LINKS AND POLICIES

Links

[Traversa \(Transportation Requests\)](#)

[Transportation Request Instructions](#)

[Bus driver training](#)

[New non-cdl driver training for 14 passenger activity bus](#)

Policies

[CN - School Transportation](#)

[CN-R1 - Requirements to drive a Stillwater Public Schools Vehicle](#)

[CN-R3 - Idling Reduction](#)

[DEE-R Travel and Expense Reimbursement](#)

[EFD - Field Trips and Excursions](#)