

Activity Trips

School transportation may be used in connection with the operation and support of extracurricular and student activities upon approval of the superintendent or designee. A use charge will be charged against the activity or sponsoring student-group requesting the transportation. A transportation cost may be charged for activity travel that is not part of the reimbursement schedule adopted by the State Department of Education. Any such transportation fee schedule shall be established and approved by the Board of Trustees.

It is the policy of the Board that transportation equipment purchased by the school district is to be used primarily for school purposes. Requests from private or non-school groups to use district transportation equipment are to be directed to agencies available in the private sector. Buses may not be loaned or leased to non-school groups unless permission is specifically granted by the Board. On all activity runs, buses will be operated by a qualified bus driver, and only authorized activity participants, professional staff and chaperones assigned by the administration may ride the bus.

A duplicate copy of the passenger list will be made for all activity trips. One (1) copy will remain with the professional staff member in charge on the bus and one (1) copy will be given to the Activities Director before the bus departs.

All buses used to transport students on activity trips shall be in safe mechanical and good working condition.

Student Travel to/from Extracurricular or Co-Curricular Activity

Unless other travel arrangements are authorized, students will board the bus at the school designated as point of origin for the trip and will return to the point of origin in the bus. There will be no stops along the designated route to pick up or discharge students except for in Tetonia and Victor.

The only variation allowed in this regulation is the release of students to parents in a face-to-face situation at the close of the activity before buses begin the return trip. Such release will require a signed, dated note from the parent.

The activity must provide at least one instructor, coach or adult sponsor for each bus on a special trip who shall be familiar with or provide a copy of this policy. The bus driver will be responsible for the safe operation of the bus. The sponsor will be responsible for supervision of students and enforcement of bus rules. Any adult designated by the principal as a sponsor will have such authority.

Students must follow all school bus rules with this exception: Food and drink may be allowed on the bus with permission of the supervisor. However, any debris must be cleaned up at the end of the trip and before students leave the bus.

Students on such trips are required to comply with the rules and regulations governing daily school transportation. If a student causes a disruption or hazard on the bus, a hearing will be held with the principal, driver, instructor, coach or adult sponsor, parent/guardian and student. The driver, instructor, coach or adult sponsor, parent/guardian and the student will have the opportunity to share with the principal their perceptions of the problem. If the principal finds that there has been an infraction of bus rules, he/she will take the following action:

1. On the first infraction, the student will be warned that following any further infraction he/she will be declared ineligible for transportation to the extracurricular or co-curricular activities for one event.
2. On the second infraction during a semester, the student will be declared ineligible for transportation to the extracurricular or co-curricular activity for two events.
3. On the third infraction during a semester, the student will be declared ineligible for transportation to the extracurricular or co-curricular activities for the remainder of the semester.

Based on the severity of the problem as it relates to respect and safety for others, the principal may bypass step #1 and/or step #2 above and immediately declare the student ineligible for transportation for two weeks or for the remainder of the semester.

#### Activity Trip Procedures

1. School Activities: Buses used for field trips, athletic events, and other school related activities are to be requested on transportation request forms and submitted to the transportation supervisor no later than one week in advance of the activity date.
2. Bus assignments will be made on the basis of:
  - a. Longest trip
  - b. Number of passengers
  - c. Storage requirements
3. The suburban may be driven by a properly-licensed driver approved by the transportation supervisor and/or principal.
4. School buses will be inspected immediately after each trip by the driver. Cleanliness and condition will be the responsibility of group transported. Damage cost may be assessed the group.

5. Schools will be directly responsible for the driver's lodging, reservations, and meals.
  
7. All activity groups will be accompanied and supervised by district employed teachers, coaches, or advisors to and from all activities.
  
8. Conduct of students on the bus will be the responsibility of the teacher, coach, or advisor with the group.

Cross Reference: 3380 Extracurricular and Co-Curricular Participation Policy

Legal Reference: IDAPA 08.02.02.190 Program Operations

Policy History:

Adopted on: August 10, 2009

Revised on: April 13, 2015