

Book	Policy Manual
Section	Ready for the board
Title	Copy of TRANSPORTATION FOR CURRICULAR/CO-CURRICULAR AND EXTRA-CURRICULAR COUNTY-SPONSORED TRIPS
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**8640 - TRANSPORTATION FOR CURRICULAR/CO-CURRICULAR AND EXTRA-CURRICULAR ~~COUNTY-SPONSORED~~ DISTRICT-SPONSORED TRIPS**

It shall be the policy of the Board of Education to use regular or special-purpose school vehicles for transportation on curricular/co-curricular and extra-curricular ~~County-sponsored~~ District-sponsored trips.

The transportation for all curricular/co-curricular and extra-curricular ~~County-sponsored~~ District-sponsored trips is to be by vehicles owned or approved by the ~~County~~ District and driven by approved drivers. Exceptions must have the approval of the Superintendent.

The Board shall require participating school officials to submit a planned schedule of curricular/co-curricular and extra-curricular trips to the ~~County~~ Superintendent or his/her designee for approval. Thereafter, the procedure shall be as follows:

- A. The Director of Transportation shall receive a copy of the approved schedule far enough in advance to arrange safe and adequate transportation.
- B. Only school bus operators employed by the Board shall operate type A1, A2, B, C, and D buses on such trips.
- C. All school buses used for such trips shall be covered by insurance as provided in WV Code 18-5-13.

The Board will provide the vehicles for all extra-curricular trips, but a charge will be assessed to cover the cost of the driver. This charge is to be paid by the sponsoring organization.

Transportation may be limited by the availability of vehicles, drivers, and scheduling and shall not interfere with the regular transportation schedule.

Students transported in a school bus on such trips shall, in addition to the school bus operator, be supervised by at least one (1) professional employee of the Board of Education who shall provide a list of all persons on the bus to the school bus operator. Each additional bus shall be supervised by a professional employee or person approved by the Board. Provisions for specialized health care needs shall be made if necessary. Students transported in a school bus on such trips shall be instructed on the location and operation of all emergency exits and proper procedures for evacuating the bus in case of accident or breakdown.

All students are expected to ride the approved vehicle to and from each activity. A special request must be made to the staff member or sponsor by the parent, in writing, to allow an exception.

Students not affiliated with the trip activity, ~~nencounty~~ nondistrict students, and/or children of preschool age shall not be permitted to ride on the trip vehicle without prior approval of the principal.

No student is allowed to drive on any trip. An exception may be made by the principal on an individual basis provided the student's parent(s) provides written authorization and release from liability using Form 5515 F2 – Parental Authorization and Release From Liability Form.

In case such an exception is made, the approved student driver shall not transport any other student.

A report on all curricular/co-curricular and extra-curricular trips provided shall be filed through the WVEIS at the end of each month.

Last Modified by Erich May on January 8, 2019