

Principals are responsible for approval of all field trips. Central office approval must be obtained for any trip requiring transportation. Out of state field trips or those requiring procedures different from normal field trip operations must be approved by the appropriate director and the superintendent.

While on field trips, all student groups shall be under the direction and supervision of the teacher / staff member.

Transportation for all school-sponsored trips must be by school bus, licensed carrier, or other authorized means. Trips involving parent-provided transportation or other form of non-school transportation-requires Central Office approval.

I. *Procedures for Planning Field Trips*

- A. Teachers shall first consult with the principal when planning field trips. They should discuss the time and place of the trip, the method of transportation, and any possible combination with other classes for the field trip.
- B. Personnel at the field trip destination should then be contacted and any necessary arrangements made. In some instances, it may be necessary for the teacher or principal to visit the site of the field trip.

II. *Regulations for Use of School Buses*

- A. Buses are ordinarily available on school days between 9:00 A.M. and 2:30 P.M. Weekend and evening services are normally provided at the time requested.
- B. Capacity for each bus (based on three persons per seat) is displayed on the side of the bus. At no time are more persons than capacity allowed in a bus.
- C. Trips for student body groups to interscholastic competitions (pep buses) require a fee charged to the students to help defray costs.
- D. While the bus driver may assist in emergencies, he or she is not to be considered as a supervisor for field trips or activity trips. The primary function of the driver is the safe and efficient operation of the

- bus. Those requesting and approving the field trip or activity trip are responsible for providing such approved adult supervision.
- E. It may be necessary to make arrangements in advance of stops for food. The field trip supervisor is responsible for making any necessary arrangements with personnel at the site of the stop.
- F. If equipment is to be transported in the bus, the teacher/sponsor must be there to supervise loading and securing of such equipment. There can be no blockage of the aisle or any other safety hazard.
- G. Specific rules for riding the school buses include:
1. Emergency doors are not to be used for routine loading/unloading.
 2. Food and beverage containers (except glass) may be taken onto the bus, provided care is taken to keep materials picked up.
 3. Materials are not to be thrown, either within the bus or out of a bus window.
 4. Passengers must maintain quiet at railroad crossings in order that the driver may observe required safety precautions.
 5. Passengers must be seated at all times when the bus is moving.
 6. Hands, arms and heads are not to be extended through open bus windows.
 7. Excessive or unusual shouting or inappropriate language will not be tolerated.
 8. Spiked shoes cannot be worn while on the bus.
 9. Possession and use of tobacco products is never permitted on the bus.

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