

Book	Policy Manual
Section	Policies Recommended for the BOE (42.2 Winter 2024 Update)
Title	TRANSPORTATION FOR NON-ROUTINE TRIPS
Code	po8640
Status	
Adopted	September 26, 2016

8640 - **TRANSPORTATION FOR NON-ROUTINE FIELD AND OTHER DISTRICT-SPONSORED TRIPS**

~~It shall be the policy of the Board of Education shall to use school buses and/or vehicles other than school buses (e.g., vans) regular or special purpose school vehicles for transportation of passengers for purposes other than regularly scheduled routes to and from school (e.g., on field trips and other District-sponsored trips) trips.~~

The transportation for all field trips and other District-sponsored trips is to be by vehicles owned or approved by the District and driven by approved drivers. Exceptions must have the approval of the Superintendent.

The Board shall assume transportation costs for a certain number of approved field trips as specified in the Superintendent's administrative guidelines.

The Board shall provide the vehicles for all other trips including co-curricular, athletic, and other extra-curricular trips, but a mileage charge and personnel charge shall be assessed to cover the cost of the driver and fuel. This charge is to be paid by the sponsoring organization and/or from a designated fund.

Transportation may be limited by the availability of vehicles, drivers, and scheduling and will not be available when needed for general school purposes.

All field trips shall be supervised by members of the staff. All other District-sponsored trips shall be supervised by either staff members or adults from the sponsoring organization. Any time students are on the vehicle, at least one (1) sponsor, chaperone, or staff member is expected to ride in the vehicle as well as to supervise students upon return to the District and while they are waiting for rides home.

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 or in person, to allow an exception.

District students not affiliated with the trip activity, nondistrict students, and/or children of preschool age shall not be permitted to ride on the trip vehicle.

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. and does not transport any other student.

The Superintendent shall prepare administrative guidelines consistent with this policy.

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Legal	A.C. 3301-83-16 R.C. 3327.08, 3327.13, 3327.14, 3327.013
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Cross References	po8600 - TRANSPORTATION po8600.04 - BUS DRIVER CERTIFICATION po8650 - TRANSPORTATION BY VEHICLES OTHER THAN SCHOOL BUSES
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po8660 - INCIDENTAL TRANSPORTATION OF STUDENTS BY PRIVATE VEHICLE