

751.3 RULE GUIDELINES FOR TRANSPORTATION TO SCHOOL-RELATED EVENTS

1. Prior to the date on which transportation will be required for a school-related event, the principal of the school concerned will submit a request therefore on the form entitled "Requisition" to the director of support services or his/her designee, listing the following information:
 - a. Place to which buses will report
 - b. Date and time transportation will be needed
 - c. Destination
 - d. Number to be transported
 - e. Information regarding whether buses will be:
 - (1) released at destination
 - (2) released to wait for return trip
 - (3) released and requested to return at a specified time
 - f. Event for which transportation is needed
 - g. Name of teacher in charge of group
2. The principal is responsible for providing a chaperon or escort aboard each bus used for field trip purposes and for instructing teachers, chaperons, or others designated as escorts, in student discipline and conduct to be observed while in transit, and until students are returned to school or parental control.
3. Food may not be eaten on school buses. When extended field trips require absence during the lunch period, the teacher conducting the trip will make provision for a place where lunch may be eaten.
4. **Athletic Contests**
Dates for regularly scheduled athletic contests are established early in the school year. A summary of transportation needed should be furnished to the transportation services office as the time schedules are approved.
5. **School Clubs**
All school clubs wishing to make a trip on a school bus must follow the same procedure as a field trip during school time.
 - a. Each club must submit a field trip request form signed by the faculty advisor in charge of the school club to the principal of the school concerned.
 - b. The principal will then sign the field trip request form and forward it to the transportation services office. Each form should include the same information that is required for a field trip.
 - c. The transportation services office, with the faculty advisory, will then make all necessary arrangements for the trip

APPROVED: November 11, 1974

REVISED: June 17, 2002

December 12, 2022 – *review only, no change*