

Book	Ready for Board
Section	8000 Operations
Title	Copy of TRANSPORTATION FOR CURRICULAR/CO-CURRICULAR AND EXTRA-CURRICULAR COUNTY-SPONSORED TRIPS
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Status	
Legal	WV Code 18-5-13
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#### 8640 - TRANSPORTATION FOR CURRICULAR/CO-CURRICULAR AND EXTRA-CURRICULAR COUNTY-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 trips.

The transportation for all curricular/co-curricular and extra-curricular County-sponsored trips is to be by vehicles owned or approved by the County 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 Supervisor 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 shall assume transportation costs for approved curricular/co-curricular, and extra-curricular trips as approved by the Superintendent. In some cases, funding may be required from school accounts, school support organizations, or other sources.

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. Students shall be supervised while they are waiting for rides home. 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.

No student is allowed to drive on any trip. An exception may be made by the Superintendent in extraordinary circumstances 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.

The Superintendent shall prepare administrative guidelines consistent with this policy.

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Last Modified by Blaine Hess on September 6, 2018