

## SPECIAL USE OF SCHOOL BUSES

1. School buses will be utilized for field trips and athletic events except where distances require the use of contracted services (beyond 150 miles one way).
2. All trip requests must be submitted in writing on a "Field Trip Request Form" to the Transportation Coordinator at least 10 days before the date of the trip.
3. All field trips that require overnight stays or travel outside the state of Virginia must be approved in advance by the School Board. In situations where the School Board is not scheduled to meet in order to provide the necessary approval in a timely manner, the Superintendent may approve the field trip and have his approval ratified by Board action at the next available School Board meeting. Emergency contact information, including a physical address and current phone number where the group or organization will be staying, must be provided on the field trip form.
4. Staunton City Public School buses are available for field trips during the hours not in conflict with regularly scheduled school runs. Adequate travel time must be allowed for the trip to assure the return of the bus for the regular school run.
5. Staunton City Public School buses can be assigned a field trip on a non-school day if the total round trip mileage is less than 300 miles.
6. Standing activities (those that are annual events) will take precedence over one-time events. Information concerning these activities will be included in a memo from the Director of Operations to all principals listing affected dates. Buses will be assigned by the Transportation Coordinator on a first-come/first-served basis.
7. On a day when school opening is delayed because of inclement weather, transportation will be provided for only those field trips scheduled to begin later than 11:00 a.m. (Road conditions must be taken into consideration with the final decision made by the Director of Operations).
8. On a day when schools are closed or when schools are dismissed early because of inclement weather, transportation will not be provided for field trips, unless road conditions have improved (as determined by the Director of Operations).
9. When a field trip must be postponed for any reason, the trip may be rescheduled on a first-come/first-served date mutually agreeable to both the principal and the Transportation Coordinator.
10. If a trip is cancelled or postponed for a reason other than inclement weather, and the principal fails to notify the Transportation Coordinator in time to notify the bus driver, the school is responsible for a minimum of one hour of allotted field trip cost.

11. Schools may use Staunton City Public School buses to transport teams to athletic events approved by the Virginia High School League and/or the School Board. Buses will not be used for athletic events that would cause disruption to normal transportation to and from school.
12. A faculty member or coach must accompany students on all field and athletic trips to serve as chaperones. Parents approved by the school may also serve as additional chaperones. All adults accompanying a school field trip are considered as chaperones and are bound by all of the same rules and procedures as the students, as well as any additional guidelines developed for that particular field trip.
13. Unless otherwise approved by the Principal prior to the field trip, all students and chaperones going on the field trip must travel to and from the field trip location on the bus.
14. The designated faculty chaperone of the trip is responsible for:
  - Preparing a listing, with a copy to the principal, of names of students participating in the trip.
  - Assuring that students obey all bus rules.
  - Keeping the aisle on the bus and access to emergency exits clear at all times.
  - Immediately notifying the principal by phone of an accident or other emergency.
  - Notifying the Transportation Coordinator and the principal of any change in plans.
  - Urging students to keep the bus clean and remove all trash at the end of the trip.
  - Notifying the principal before returning if a student is missing.
  - Complying with the time schedule on a trip ticket.

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