

<p><b>PRESTON COUNTY BOARD OF EDUCATION</b>  <b>FILE: 12 - TRANSPORTATION SERVICES</b>  <b>File: 12-5 Curricular and Extra-Curricular Trips</b></p>	<p><b>Last Reviewed: 6-28-10</b>  <b>Next Review: 7-01-12</b></p>
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Successful curricular and extra-curricular trips are well planned, well chaperoned and provide the safest means of transportation for the students and their chaperones. It is the principal's responsibility to monitor all trips to determine that these criteria are being met. Local principals will review details of each bus request prior to submitting it to the county office for approval. Forms are first submitted to the county administrator who supervises the program (ex: Title I, Special Ed. GEAR-UP, etc.), then to the Assistant Superintendent who will forward approved requests to the Coordinator of Transportation.

Curricular and extra-curricular school trips within a 100 mile radius of Preston County's borders do not require Board approval but will be included under the information section of the next meeting agenda.

The use of school buses outside the state border shall be limited to trips within 100 miles of the state line. These trips will require Board approval. The Superintendent or his/her designee shall establish guidelines to be followed by those persons involved in such trips.

Counties providing curricular and extracurricular transportation shall file through the WVEIS, at the end of each month, a report on curricular and extracurricular trips.

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**R 12-5-1 General Guidelines for Curricular and Extra-Curricular Trips**

County owned or leased vehicles used to transport students to school-sponsored activities must meet state school bus or public transit ratings. All school buses used for such trips shall be covered by insurance as provided in WVC §18-5-13.

Only regularly employed and substitute certified bus operators shall be eligible to drive county owned vehicles for the purposes of transporting students to various school activities.

A teacher shall accompany any group of school students on curricular or extracurricular trips. Each additional bus shall be supervised by a professional employee. The school shall provide a list of persons being transported on the bus to the bus driver.

West Virginia Board of Education Policy 4336 provides in part: Enrolling or enrolled students, employees or persons approved previously by a county board of education are the only passengers to be transported by the county school transportation system.

When the Board approves volunteers or chaperones it may simultaneously approve all or selected chaperones or volunteers to be "approved bus passengers." If a volunteer has been approved as an "approved bus passenger" he or she may carry a credential indicating that he or she is an "approved bus passenger."

Volunteers or chaperones that have been approved as school bus passengers by the Board shall be issued a credential that must be presented to a bus operator when seeking school bus transportation. Approved volunteers and chaperones may only be transported by school bus when serving in their capacities as volunteers or chaperones, on a space available basis. Approved passenger credentials may be revoked at any time by the Superintendent. Approved passengers shall be under the supervision of the bus operator when being transported on a school bus.

The use of public school buses for extra-curricular trips is limited to Board approved activities. Buses may be used by approved school organizations provided a teacher (sponsor) has submitted written application through the principal to the Assistant Superintendent.

Buses are generally not provided for spectators. An exception to this rule is made in the event that a school has a team playing in regional or state playoffs. Spectator in this instance is defined as students and their chaperones.

For those situations in which county owned or leased vehicles are being provided, those students participating in athletics and/or other school-sponsored activities must travel to and from the event in the provided transportation. The following exceptions may be permitted:

- ❖ Parents or guardians may submit a written request to the principal of the school prior to the event to secure permission for the student to be transported home by private vehicle. The school principal must verify the authenticity of the request and at his/her discretion, may grant the request. This request must be kept on file in the school office.
- ❖ Only the student's parent with legal custody, the student's guardian, or those persons receiving approval through the school principal may pick up a student. The student must be picked up in the presence of the responsible principal, teacher, coach, or band director. Provided, however, they shall retain authority to require the student to return on the school bus.
- ❖ The Board will not assume liability for any transportation provided by vehicles other than those made available by Preston County Schools.

The school requesting curricular or extra-curricular trips shall be required to pay the current rate for mileage and the bus operator's wages. In the event of a break down, the driver cost during "down time" will be paid by the county. These costs will be billed to the appropriate group following the completion of the trip. They will be charged mileage from the point of origin (the school) to the destination and return. Any questions about variation of mileage turned in by two or more bus drivers on the same trip will be settled by the Coordinator of Transportation. Drivers shall return completed trip forms to the Coordinator of Transportation's office within five (5) working days of the conclusion of the trip.

The bus operator shall be allowed to begin one-half hour prior to the scheduled loading time for preparation of the bus and s/he will be allowed to claim an additional one-half hour for cleaning the bus. It should be noted that schools will be billed for any additional time required to clean a bus as a result of excessive littering by students.

The bus operator has final authority over the occupants of the bus when it is in motion. S/he is not a chaperone and is not required to supervise students when the bus is stopped for activities.

No banners, streamers or other advertising shall be placed on the bus. The consumption of food or drink at any time on a school bus is prohibited.

Items to be transported must not block aisles and/or exits, nor be capable of becoming flying projectiles in the event of emergency maneuvers. When necessary to transport the aforementioned items, (band instruments, etc.), they should not be transported in the same bus as students, unless secured outside the aisle.

The Board of Education **will not** sponsor senior trips **or any other type of pleasure trip**.

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## **R 12-5-2 Field Trips and Excursions**

The use of public school buses for curricular trips is limited to those activities directly related to classroom work that are authorized upon written applications submitted by the teacher through the principal and approved by the Assistant Superintendent. Whenever possible, field trip requests should be submitted at the beginning of each semester.

Curricular field trip plans should be made early in the school year, must be aligned with Content Standards and shall include pre and post trip instructional activities. Schools are expected to schedule trips to maximize bus seating capacity. On such trips, county transportation vehicles are expected to be used. Arrangements for other transportation and overnight trips must receive prior approval from the Assistant Superintendent. The following additional requirements must be fulfilled:

- ❖ The teacher shall plan each proposed curricular trip carefully in cooperation with the principal and shall submit the request to the assistant superintendent at least two weeks prior to the date of the proposed activity.
- ❖ The activity should not conflict with the regularly organized transportation schedule.
- ❖ Each request shall be accompanied by a brief narrative of how the proposed trip will be coordinated with classroom activities.
- ❖ A list of approved parent volunteers must be submitted at this time if they are to act as chaperones.
- ❖ It is the principals' responsibility to see that all trips are well chaperoned:
  - Teachers, other school employees and parent volunteers approved by the Board may act as chaperones. Successful trips are well planned and well chaperoned, and it is the principal's responsibility to see that all trips meet these two criteria before requesting the trips. To be more specific, the person or persons who will be in charge of the trip must inform the students that they cannot change seats while the bus is moving, normal conversation is permissible, shouting and other loud noises are not permissible, all litter must be cleaned up, hands and arms must be kept inside the bus, and all rules and regulations established by the State Board of Education must be obeyed.
  - The number of chaperones required for each bus will be determined by the number and age of the students. However, at no time shall there be less than one chaperone per bus.

- The principal shall designate one teacher to act as the lead chaperone. That person shall ride the lead bus and give the signal to depart when s/he is satisfied that all students are accounted for and everything is in order. All buses are to travel together, and at no time should other buses pass the lead bus unless an emergency requires such a move.
- Each bus must have a teacher or chaperone designated to check the roll and notify the lead teacher when all persons are present and accounted for.

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### **R 12-5-3      Limitations on the use of County Autos and Vans to Transport Students to School Activities**

Designated county owned automobiles and vans may be used to transport a small number of students to and from school activities on those occasions when it is not practical to utilize a full-sized bus. *SBP 4336* and *WVC §18-5-13* permit the use of county-owned vehicles which have a valid inspection sticker, which are properly insured and are operated by a professional employee when the following conditions are met:

- ❖ The driver must be a professional employee;
- ❖ The driver of these vehicles must have gone through a driver training program;
- ❖ Only a van with seating for 10 persons (including the driver) or less may be utilized;
- ❖ No more than one van may be used for an activity;
- ❖ Seats may not be removed from a larger capacity van to make it a 10 passenger vehicle. (*WVC §18-5-13 and SBP 4336*)

These employees may use the vehicles to transport students for school-sponsored activities, but may not use the vehicles to transport students between school and home.

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### **R 12-5-4      Guidelines for Curricular and Extra-Curricular Trips Where County and/or Leased Vehicles are not Utilized**

From time to time students may travel individually to an event. This usually occurs when the distance is short or when the number of participants to be transported is so small the cost of using a bus is prohibitive. In such instances, the school employee in charge shall inform the principal of his/her intent to utilize this mode of transportation one week in advance of the event.

The student must present to the school employee in charge, **IN WRITING PRIOR TO THE TRIP**, a completed *R 12-5-6 Parental Waiver of Liability Form*. Only one form per school year will be required for students who participate in more than one activity or who participate in an activity that is comprised of multiple trips such as athletics, band, etc.

In these instances, the school employee in charge of the activity and the Preston County Board of Education's liability is limited to the period of time extending from the student participant's arrival at the event site until s/he is dismissed from the event by the person in charge. The person in charge shall release the students to their parents or the designated driver/chaperone. All other liability for the participant's safety lies with the parents or their designated driver/chaperone. Parents are STRONGLY advised against allowing students to drive to events unaccompanied by his/her parents or other responsible adult.

These regulations shall be observed for trips that include, but are not limited to:

- ❖ Athletic trips;
- ❖ County sponsored events such as math/science field days, programs involving all schools;
- ❖ Band and vocational trips approved by the Superintendent;

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#### R 12-5-5 Charter Buses

Students may be transported to a school-sponsored activity in a privately owned vehicle (i.e. chartered bus) that has a seating capacity of 16 or more passengers only when the owner verifies in writing the following:

- ❖ Appropriate insurance coverage – A Certificate of Insurance must be issued as follows:
  - The Certificate Holder will be the Preston County School System.
  - The Certificate of Insurance must evidence a minimum of \$5,000,000 per occurrence of Auto Liability.
  - The certificate should provide for thirty day (30) notice of cancellation. Any Certificate of Insurance limited to a specific event or date is **not** acceptable.
  - Acceptance will be for all locations and operations of the school system.
  - In order for the charter bus company to remain eligible to provide service a **new** Certificate of Insurance **must** be supplied to the county school system whenever the insurance is **renewed**, which normally occurs on an annual basis. The school system will **not** contact the bus company before suspending the company from providing charter service due to an expired certificate.
  - Any notice from the insurance company that a bus company's insurance has been cancelled for any reason will result in the bus company's suspension from providing charter service to the school system.
- ❖ Vehicle safety specifications;
- ❖ Public transit rating of vehicle;
- ❖ Appropriate driver training; and
- ❖ Driver certification and criminal history record check.

The vehicle owner shall provide to the county board proof that the vehicle and driver satisfy the requirements of the WVBE rule.

Principals and sponsors of school activities may contact independent bus companies to explore charter services for extended trips outside Preston County. Schools anticipating the use of this type of service should investigate potential carriers carefully focusing on factors such as liability insurance coverage for passengers, regulations regarding driver rest time, safety features of the bus including safety inspections, references, and knowledge of the area to be visited.

Following the selection of a suitable charter service and after obtaining a proposed agreement from the company, the principal shall present the proposal to the Assistant Superintendent who will review the proposal and make a recommendation to the Superintendent. The Superintendent will then make a recommendation to the Board. In the event the time frame for meeting the travel needs of the school are such that the Board may not have time to review the proposal before the event (i.e. state athletic tournaments and playoffs), the Superintendent may approve the proposal and confirm his/her actions at the next board meeting.

**(WVC §18-5-13; SBP 4336)**

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Adopted: November 28, 1983  
Amended/Revised: June 28, 2010

**PRESTON COUNTY SCHOOLS**

**PARENTAL WAIVER of LIABILITY FORM**

\_\_\_\_\_ School Term

I understand and agree that from time to time students may travel individually to school sponsored events and in those instances student participants and their parents are responsible for providing transportation to and from the event site. I also agree that in the event I provide transportation in my personal vehicle that I accept full responsibility for my child/children and hereby release the Board from any responsibility during the time of transportation.

I further acknowledge that in the event I do not provide transportation to these events for my child/children it is my responsibility to arrange alternative transportation with another responsible adult.

The Preston County Board of Education and its agents' liability are limited to the period from the student participant's arrival at the event site until s/he is dismissed from the event by the person in charge. All other liability for the participant's safety lies with the parent or his/her designated driver/chaperone.

Student: \_\_\_\_\_

Student: \_\_\_\_\_

Student: \_\_\_\_\_

Student: \_\_\_\_\_

\_\_\_\_\_  
Parent's Signature

Date: \_\_\_\_\_

**(THIS FORM IS TO BE RETURNED TO THE SPONSOR OF THE ACTIVITY)**