

Buses - Use for Trips

Transportation of school pupils participating in curricular and extracurricular activities necessitates the operation of school buses beyond the immediate school area. The following regulations are established to govern the use of school buses for curricular and extracurricular trips:

A. Curricular and Extracurricular Activity Trips

1. According to state statute 18-5-13, the Board may provide at public expense and according to such regulations as the Board may establish, adequate means of transportation for school children participating in curricular and extracurricular activities, and when such number exceeds ten (10) or more pupils that such transportation be required to be provided by the Pleasants County Board of Education; provided, that in all cases the buses or other transportation vehicles owned or leased by the Board of Education shall be driven or operated only by drivers regularly employed by the Board of Education.

Transportation of ten (10) or fewer students may be provided in privately owned cars if such is approved by the Board. The driver's primary car insurance would be responsible for any accident. Such does not require the services of a regularly employed bus operator.

Students being transported on a school bus being operated on a curricular or extracurricular activity trip shall, in addition to the school bus operator be supervised by at least one professional employee of the Board of Education, and if an additional bus or buses are used each additional bus shall, in addition to the bus operator, be supervised by at least one professional employee of the Board of Education, or other person approved by the Board of Education. Students are required to be chaperoned or under direct supervision 100% of the time.

The numbers of sponsors and/or chaperones meet the following sponsor/chaperone to pupil ratios:

| | |
|--------------------------|------|
| Pre-School, Pre-K, and K | 1:5 |
| 1-4 | 1:10 |
| 5-8 | 1:15 |
| 9-12 | 1:20 |

If additional staff is needed for supervision, the principal must submit supporting documentation to the Superintendent of Schools.

Boards of education exercising the authority to provide transportation for pupils participating in curricular or extracurricular activities beyond the regular local school facilities shall require the participating school officials to submit a planned schedule of such trips to the county superintendent of schools for approval. Trips outside the geographic area comprised of the Little Kanawha Conference counties (Braxton, Calhoun, Clay, Doddridge, Gilmer, Pleasants, Ritchie, Roane, Tyler, Webster, and Wirt) and surrounding locations to include Jackson, Wetzel and Wood Counties, West Virginia; and Washington County, Ohio must be approved by the Board. When there is insufficient time to bring such a request to the Board, as determined by the Superintendent,

the Board delegates the authority to act on such requests to the Superintendent, who will, at the next scheduled meeting, report such action to the Board.

2. Student travel in any type of vehicle for a scheduled school activity or as an extracurricular activity must have the board's or superintendent's approval, as appropriate. Travel should be in a board-owned vehicle or Board- contracted vehicle whenever possible. Exceptions to traveling one or both directions with the group or team may be made if feasible. Written parental permission slips for this purpose shall be signed in advance by the school administrator. (A valid example would be on a trip where the home is appreciably closer than transporting the student back to the school to be picked up.) Travel other than band or athletics requires permission slips from parents/guardians. Student trips that represent an activity with a potential physical danger risk require evidence of medical insurance either by the traveling group, the proprietors of the activity engaged in, individually, etc. This is in addition to the normal permission slip, which on trips of this nature should be notarized. Under no circumstances shall students drive other students to or from activities.

3. A few "drop-off" locations are authorized to be used for the convenience of parents and students upon return from approved school activities. These are Bens Run, St. Marys High School, Pleasants County Middle School, Pleasants/Ritchie County line, Nine Mile, King Ridge, Raven Rock, Oak Grove Road, and Schultz Road when such "drop-off" points are on the trip route. To use the "drop-off" locations, written permission is required from the parent/guardian. Students may only be discharged from the bus at these designated locations to the custody of the parent(s) or other person(s) designated in writing by the parent. For multiple activities such as athletics, one permission slip per season shall be sufficient. Sponsors or coaches are responsible for knowing which student or students have the appropriate permission to leave the bus at an approved "drop-off" point and shall notify the driver accordingly. When curricular or extracurricular trips use Board approved personal vehicle transportation, students must be returned to the point of departure for parental or guardian pick-up and not discharged individually or in groups at various locations by the driver of the personal vehicle, unless otherwise approved by written permission of the parent/guardian. If another location is used, students may only be discharged to the custody of the parent or other person designated in writing by the parent/guardian. Parents are expected to meet the bus upon its return. If a parent is not at the location on return of the bus, an adult chaperone will stay with the child until the parent arrives.

4. The director of school transportation shall be provided a copy of the approved schedule of trips by the county superintendent of schools at a date far enough in advance to arrange and prepare for the provision of safe and adequate pupil transportation. When postponements or

cancellations occur, it is the responsibility of the school to notify the Director of Transportation of the same. Failure to do so, which results in a bus operator reporting for the activity, will cause the school to be required to pay for the driver's minimum trip entitlement.

5. Each county providing bus transportation to schools for curricular and extracurricular activities shall file at the end of each school month a financial and statistical report provided by the State Director of School Transportation.

6. In arranging the details of approved trips to be taken, it shall be the responsibility of the school to make parking arrangements for the bus and communicate the same to the driver if such are required at the point(s) of destination. The school shall also be responsible for paying any toll fees. If the nature of the trip requires overnight accommodations for the driver, the school shall make the arrangements and pay for the same. The driver shall be responsible for meal costs, which costs will be reimbursed upon the appropriate submittal of itemized expense form.

B. Payroll Procedures

Bus drivers will be paid for special trips in accordance with the currently adopted pay scale.

C. Leasing of Buses

Based upon West Virginia Code 18-5-13, the Board may approve leasing a bus or buses to public organizations, private non-profit organizations, and/or private corporations when the use shall be to transport school-age children to and from educational activities, including camps. All costs and expenses shall be borne by the lessee. The buses may be operated only by drivers employed by the Board with a regular or substitute status. "Educational" shall be defined as that giving or tending to facilitate the development of knowledge, skill, ability or character by teaching, study or experience.

Additionally, transportation for participants in projects operated, financed, sponsored or approved by the Commission on Aging may be furnished with all costs and expenses incident thereto borne by the commission or county chapter thereof.

D. Contracting for Transportation

Based upon West Virginia Code 18-5-5 and 18-5-13(8), the Board may contract with a private charter to transport students to extracurricular activities as may be determined

to be feasible. The contractor shall carry insurance against negligence in such an amount as the Board shall specify.
Reference: West Virginia Code 18-5-13

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