

Transportation Department

To Schedule Sporting Events

1. For sporting events that are already assigned a date on the original schedule the bus request form and passenger list must be filled out. This applies to a bus, activity bus or the minivan.

To Schedule Field Trips

1. A travel authorization form must be filled out completely and approved 2 weeks before the event. This form must be given to the transportation department upon approval.
2. The appropriate transportation form must be filled out completely including the emergency contact list. This must be done for a bus, activity bus or the minivan. Forms can be obtained in your building offices. These must be sent to the superintendent's office when completed.

Bus Rules

1. Bus request forms and student emergency contact list must be turned in at least 3 days before trip.
2. All trips must be chaperoned by at least one coach/teacher/sponsor.
3. All students must ride to the sporting event, but are able to sign out and return home with a parent.
4. Remember, it is not allowed to have one student ride alone with only the driver. We recommend a minimum of two students, chaperone and a driver.
5. Any interior damages will be investigated and disciplinary actions will be taken.
6. Coaches and sponsors are responsible for seeing that their team/students take all of their belongings including their trash with them off of the bus. Trash cans are provided on all busses. Drivers should not have to clean up after your trip. The district will have to pay the driver for that time spent cleaning. Make sure you enforce this rule and make it routine that they clean up after themselves.
7. To confirm that your trip was scheduled, email the transportation department at bray@stauntonschools.org
8. Please check with Brandon Ray before scheduling any extra trips. We have very few drivers available and multiple trips on the same day will not be possible.
9. If you are unsure about what form should be filled out, sample forms are available in the superintendent's office. Everything highlighted must be filled out.
10. For activity bus and minivan, all miles and reason for trip must be filled out on the sheet that is located in these vehicles. No exceptions.