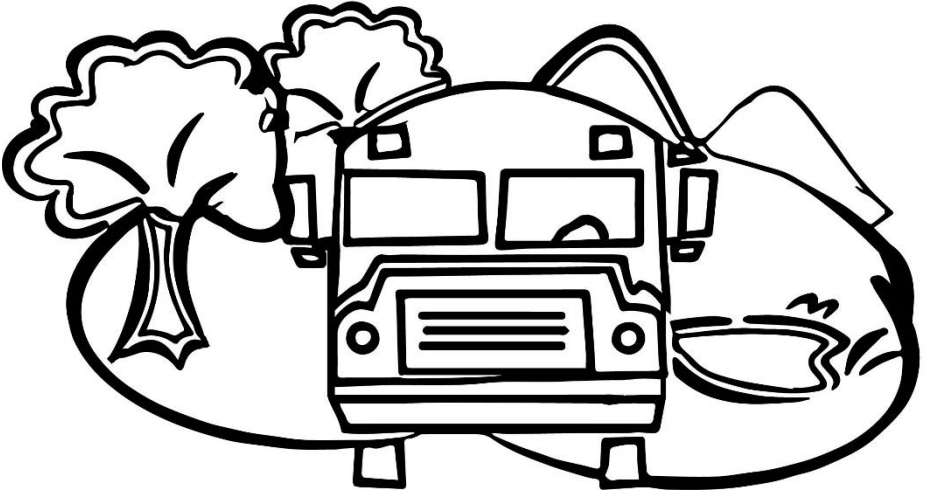


# ACTIVITY TRANSPORTATION HANDBOOK

## Athletics and School Activity Transportation



Aztec Municipal School District  
First Edition

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## Contact Information

Transportation Department.....599-4303  
1118 W. Aztec Blvd., Aztec, NM 87410

Director of Transportation – John Laws.....ext. 1052

## Office Hours

Monday - Thursday      6:00 – 5:00  
Friday                      6:00 – 4:00

## **Activity/Field Trip Requests**

- A Trip Request must be submitted five (5) working days prior to the date of departure of the trip.
  - To submit a Trip/SUV request – Go to the AMSD Transportation website and click on the Trip Request link.
- Board approval is required for field trips if:
  - The trip is longer than a school day
  - More than 100 miles one way
  - Overnight Trip
- Board approval is required for Athletic/Activity trips if:
  - Overnight Trip (excluding NMAA state events)
  - Out of state in excess of 230 miles
- No travel will be scheduled without Administrative approval and a plan to incorporate opportunities for rest and relaxation for students, support personnel, and drivers.
- The electronic request must be signed by the: A. Sponsor or coach requesting the trip, B. site administrator or designee, and C. the Transportation Director or designee. Only school sponsored trips as defined above qualify for such trip tickets.
- The activity trip ticket must be signed by transportation office staff prior to departure.
- Buses will not travel more than a 500-mile radius from Aztec.

- Only 1 trip per varsity team per academic year can travel over 300 land miles from the nearest border of New Mexico
- Buses will not travel between the hours of 1 AM and 5 AM
  - Sponsor/coach will need to find lodging for students and staff if they cannot return by 1 AM

## **Transportation Costs**

- Drivers Pay
  - \$19.00 per hour
  - Timesheet starts with pre-trip and ends with post-trip at the end of the day.
  - Time will not be charged to the trip or be paid to the driver if the bus was returned to the bus barn if the trip is a “drop off and pick up.”
  - Drivers will be paid a minimum of 8 hours per day if the trip is out of town for multiple days.

- Mileage Rate
  - Bus - \$1.25 per mile
  - SUV - \$.65 per mile

\*Use the Activity Trip Estimate Worksheet on the AMSD Transportation website.

- Meals and Overnight Lodging
  - Sponsors must supply the driver with meals and overnight lodging (driver requires their own room) for out of district travel, or the sponsor or activity will be charged.
  - A minimum lunch break of 30 minutes is required

- **Bus Driver Assistants**

- If needed, a bus driver's assistant will be paid according to the current bus driver assistant salary schedule and will follow the same guidelines as the driver's expenses.

## **Activity/Field Trips**

- **Conditions** – The ability of a student to pay the costs of the trip must not be a factor in determining participation in trips during school time. Schools may organize voluntary field trips outside of school time in which student ability to pay is a factor in determining participation.
- The written consent from parents must be obtained for every child participating in a field trip. Permission slips must inform parents of the following:
  - Name, location, and date(s) of the event
  - Cost to the student
  - Mode of transportation to be used
  - Name of the supervisor overseeing the activity
  - Parents' responsibility
- No student may participate unless a signed parent permission slip for the specific event is on file with the building administrator.
- Activity/Field trip volunteers must pass a background check through the central office prior to the trip. It is up to the sponsor/coach if volunteers are to ride on the bus for the trip.

- Coaches, sponsors, and drivers cannot take family members on activity trips, unless they are approved by the school site or department administrator as an additional or alternate sponsor.
- A passenger manifest must be left at the school before departure for a field trip, and two copies must be taken on the bus. (Give one copy to the driver before departure.)

## **Overnight Trips**

Field trips requiring an overnight stay, or of a unique nature in destination or activity will be referred to the board for approval:

- Approval of Intent by the Superintendent – Approval of intent must be received before announcement to parents and students and prior to fund raising activities. Request for preliminary approval must include:
  - A statement of educational objectives of the trip.
  - A proposed budget including costs to students and sources of finance.
  - An estimate of the number of students participating.
  - A general plan or schedule for the trip.
  - A time schedule listing the time of departures, travel, arrival, and activities.
- Final Approval by the Board – Requests for final approval must be addressed to the Superintendent and Board Members, then submitted for approval at that month’s School Board Meeting and include:
  - A detailed itinerary of the Trip including educational activities, accommodations and travel arrangements.

- Planned adult supervision. **Male/female adults required with male/female students.**
  - A detailed budget including receipts and disbursements anticipated.
  - Assurance that the above details have been provided to parents and that written parental authorization for the trip has been documented.
- 
- Arrangements for supervision of students on extended or unique field trips are subject to approval by the Superintendent.

## **Responsibilities of Sponsors**

Activity sponsors shall be responsible for students on and off the vehicle and for the following:

- A Trip Request must be submitted five (5) working days prior to the date of departure of the trip.
- Preparation and submission of itinerary and student roster in accordance with the Board of Education's policy.
- Assure that the students are at the departure point at the appointed time.
- Supervise the loading and unloading of the vehicle.
- Assure that bus rules are followed.

- In an evacuation of the bus/vehicle, supervision of students and keeping them together.
- All arrangements on overnight trips for meals and lodging, including that of the driver (drivers require their own room), or the sponsor/activity will be charged.
- Allow adequate rest time for driver to comply with Department of Transportation Hours of Service regulations.
- Provide adequate rest stops.
- Maintenance of a student roster and seating chart and taking roll each time students load and unload the bus.
- The sponsor will travel on the activity bus/vehicle.
- Ensure that there is a school employee other than the driver(s) on each bus while students are present.
- If accommodations such as a lift are required, the sponsor must notify the transportation department by making the notation on the trip request.
- Assist in maintaining a clean bus. If the bus is returned dirty a cleaning charge will be added to the trip.



## **Responsibilities of Activity Bus Drivers**

The activity trip bus driver is responsible for the bus/vehicle at all times in addition to the following responsibilities:

- Compliance with all federal, state, and local regulations.
- Adhere to on-duty and driving time and complete activity trip log.
- Ensure that prior to departure and the return journey, the bus is clean and completely serviced and inspected.
- Maintain an open line of communication with sponsors.
- Assure that the sponsor is aware of departure time, etc.
- Clarify trip expectations with the sponsor prior to departure.
- Prior to trip departure review emergency evacuation instructions with passengers and have sponsor sign trip log stating that evacuation instructions were given.
- Assume responsibilities for all passengers while they are in the vehicle.
- Will not participate in an activity that may jeopardize their ability to drive.
- Maintain and complete all records pertinent to the trip, including accurate driving time, miles, meals, etc.

- Notify the Transportation Director of all emergencies that arise.
- Notify the Transportation Director of any damage that occurred while on an activity/field trip.
- Buses/vehicles will not be fueled while students are on board except in circumstances when it is impractical to unload.
- If weather conditions are such that the bus driver has concerns about road conditions the bus driver may shut the bus down in a safe place and wait until conditions improve.

## **On Duty and Driving Time**

The maximum driving time and on-duty time applies to drivers of school- sponsored activity vehicles:

- **A driver operating a motor vehicle for the purpose of transporting students to or from a school-sponsored activity shall not have more than ten (10) hours total driving time or more than eight (8) hours continuous driving time. A driver shall not be permitted to be on-duty a total of more than 15 hours in a 24-hour period or following eight (8) consecutive hours off duty.**
- The following conditions shall be met in order for a driver to be considered “off duty”:
  - The driver is relieved of duty and all responsibility for the care and custody of the vehicle, its accessories, or any cargo or passengers.

- The duration of the driver's relief from duty is a specified, adequate period of time to allow the driver to rest and to pursue activities of his/her choosing off the premises where the vehicle is located.

## **Use of District Vehicle by District Employee**

- Before any district employee can drive a district owned vehicle they shall have completed a Defensive Driving Course and have a record of their attendance on file with the transportation department. They will need to provide a copy of their driver's license and be entered into EMBARK (DMV driving record monitoring system).
- It will be the employee's responsibility to report any accident to a supervisor who will initiate the drug testing process. A post-accident drug test may be required for all accidents involving a district vehicle. In the event that an employee fails to contact a supervisor immediately it will be considered a refusal to take the drug tests unless injuries prevent such from happening.
- An SUV Request must be submitted five (5) working days prior to the date of departure of the trip.
- Vehicle Trip Tickets with keys and fuel cards will be given to the driver prior to departure.
- Trip Tickets need to be completed by the driver with beginning and ending odometer mileage at the end of the trip.
- Staff may park their vehicles behind locked gates at the Transportation Department while on a trip.

## Eligibility to Transport Students

An activity driver, who has been approved by administration, operating a school owned vehicle to transport students for planned school sponsored activities shall comply with the following:

- Drivers shall be employees of a school district
  
- Complete required driver training and maintain 8 hours of in-service
  
- Complete a DOT physical examination (must keep current medical card to transport students)
  
- Complete a pre-employment drug screen
  
- Entered into EMBARK (DMV driving record monitoring system)
  
- The following pre-service training shall be completed:
  - A school bus driver instructor certified by the state school transportation director shall conduct the 4-hour classroom instruction (1 hour shall be on familiarization with the vehicle and equipment). Classroom instruction shall include a review of the Standards for Providing Transportation Services to Eligible Students, district and/or employer safety policies and regulations, general motor vehicle operating procedures, and passenger management.
    - Complete 8 hours of required in-service training each semester

- Completion of minimum training within the first year of driving a school owned vehicle, unless documentation is provided for previous completion:
  - Approved first aid course including CPR (must keep certification current to transport students)
  - Nationally recognized or state approved defensive driving course.

## **Vehicles Used for Student Transportation**

When an activity vehicle (other than a bus) is used on an activity trip:

- The vehicle shall not carry more than the manufacturer-rated seating capacity.
- The vehicle shall not be vans or mini-vans.
- The vehicle shall not seat less than six and no more than nine people including the driver.
- The vehicle shall have seat belts available for all occupants, and all occupants are required to wear them while the vehicle is in motion.
- The vehicle shall have available a cargo net or other adequate tie-down for securing items in the vehicle; excluding hitched trailers.
- Trailers shall not be hitched to school-owned activity vehicles while the vehicle is transporting students.

## **Private Vehicles**

- All district employees who are operating private vehicles for district business are encouraged to complete a certified Defensive Driving Course and have a copy of their certificate of completion on file with the Transportation Department.
- The use of private vehicles to transport students is prohibited.