

## Watertown School District 14-4

### ACTIVITY BUS SCHEDULING

A log of each activity trip will be kept by the transportation supervisor. Items to be included in the log are:

- a. Date and time of departure
- b. Driver's name
- c. Activity supervisor's name
- d. Type of activity
- e. Number of students
- f. Distance or mileage
- g. Time of return
- h. Signature of driver and activity supervisor.

Student size and the distance to be traveled will be considered when assigning buses with varied seating capacity to transport students to various activities. Activities that involve 9 individuals or less should schedule the use of the district suburban. The scheduling request shall be completed by Thursday of the week prior to the activity. A minimum of a 48-hour notice shall be given to the transportation supervisor of any midweek schedule changes.

Complaints against the driver shall be made in writing to the activity director by the activity supervisor and then discussed with the transportation supervisor. Complaints against the activity supervisor or students shall be made by the driver in writing to the transportation supervisor and then discussed with the activity director. The driver is responsible for the transportation and safety of the students when they are in the bus. The driver has full authority to enforce all bus rules and regulations.

Policy

Adopted: 3/10/97

Revised: 1/14/08; 9/14/09