

Transportation Guidelines for Activity and Special Trips

Lawrence County Schools Transportation Department requires that all requests for school buses to be used for field trips, extra-curricular activities, special events and outings by school or non-school sponsored groups and organizations be filed at the Director of Transportation's office by using the attached form.

The following guidelines should be followed when submitting a request for school bus transportation.

1. School sponsored trips must be approved by the building Principal and the Superintendent of schools or his designee.
2. Non-School sponsored trips can only be approved by the Lawrence County Board of Education or the Superintendent in emergency cases.
3. After trip approval, a school bus transportation request must be filed with the Director of Transportation no later than five (5) working days prior to the date of the trip.
4. The adult in charge is responsible for the behavior of the passengers at all times and must assure that the policies and regulations for riding Lawrence County Buses are followed.
5. The bus driver is responsible for the safe operation of the bus to include correcting all passenger behavior that inhibits safe operation.
6. Trips taken during the school day may depart no earlier than 8:30 a.m. and must return and be unloaded by 2:30 p.m. unless special arrangements have been made.
7. The organization or group requesting school bus transportation is responsible for reimbursing the driver's salary at the current rate plus mileage for bus use. In addition, the group or organization will be responsible for all fuel, oils, and other expenses incurred during the trip to include driver meals and lodging.
8. The bus driver will coordinate with the adult in charge all departure times. (Caution should be taken to avoid leaving any passenger without proper adult supervision.)
9. Unless otherwise designated by the Director of Transportation, the bus driver sets the time of departure for the return trip while on a trip taken during the school day in order to meet the 2:30 p.m. deadline.
10. The adult in charge shall notify all parents of the estimated return time before leaving the point of departure.
11. If a bus cannot return within 30 minutes of the estimated return time, the adult in charge should notify the Director of Transportation or the school Superintendent by phone so that parents can be notified.
12. The adult in charge must maintain a bus manifest, a listing by name of each individual on the bus, and verify to the driver that all passengers are accounted for before the bus departs.
13. An adult chaperon must be aboard the bus during activity/special trips.

SchoolRelated Student Trip Request Form

P.O. No. _____
Funding Source _____ Date filed _____
Name of Organization and/or school _____

Date of Trip _____ Number of Buses Requested _____

Adult in Charge _____

(Phone)

List Adults Making Trip _____

Destination(s) _____

Address _____

Purpose of Trip _____

Point of Departure _____

Time of Departure _____ Estimated Time of Return _____

Estimated Number of Passengers _____ (total) Students _____ Adults _____

School Meals Required ___ Yes ___ No

NOTE: Please maintain an accurate list of passengers on the bus at all times.

Itinerary (List all rest and meal stops) _____

(Use back side if necessary)

Signature of Food Service Manager Date: _____

Signature of Adult in Charge Date: _____

Signature of School Principal Date: _____

RELATED PROCEDURES:

09.36 AP.212

09.36 AP.23