

Board Policy 8105

POLICY TITLE: Extracurricular Transportation

[REQUIRED POLICY: A law or administrative rule requires districts to have a policy on at least one of the topics addressed here.]

The term “extracurricular” refers to activities or events which are supplements to the regular instructional program and do not involve class credit, including, but not limited to athletics; student groups, clubs, and/or organizations; community activities; and, when the following are done as out-of-class activities, speech, debate, music, and band, student groups and/or organizations, and community activities.

The use of school buses and other District vehicles is strictly limited to school activities. Vehicles shall Buses may not be loaned or leased to non-school groups unless permission is specifically granted by the Board. On all activity runs, District vehicles buses will be operated by an appropriately trained and licensed a qualified bus driver, and only authorized activity participants, professional staff, and chaperones assigned by the administration may ride in the vehicle bus.

The determination as to whether to provide transportation for students, spectators, or participants to and from extracurricular activities shall be made solely by the District. This determination shall include, but is not limited to, the decision to provide transportation, the persons to be transported, the type or method to be utilized, all transportation scheduling and coordination, and any other transportation arrangements or decisions. Employees who are involved in extracurricular activities shall be advised by the administration as to the transportation arrangements made, if any.

District employees wishing to undertake independent arrangement, scheduling, or coordination of transportation for extracurricular activities shall do so only when specifically directed or approved by the Superintendent or their his or her designee. District employees will notify the Superintendent or designee of all transportation details and/or arrangements made after authorization. District employees shall not use a personal vehicle to transport students.

While the District does not prohibit students or District patrons from arranging a carpool to provide transportation to any District facility, activity, or event, it is impractical for the District to take steps to ensure the safety of any carpool vehicle or driver. For this reason, the District and its employees shall not arrange, encourage, or take responsibility for any such carpool. The District will bear no liability associated with any carpool arrangements.

A duplicate copy of the passenger list will be made for all activity trips. One copy will remain with the professional staff member in charge on the vehicle, bus and one copy will be given to the Activities Director before the vehicle bus departs.

All vehicles buses used to transport students on activity trips shall be in safe mechanical and good working condition.

At its discretion, the District may charge fees for transportation of students to and from extracurricular activities where attendance is optional.

Student Travel to/from Extracurricular or Co-Curricular Activity

Unless other travel arrangements are authorized, students will board the vehicle bus at the school designated as point of origin for the trip and will return to the point of origin in the vehicle bus. There will be no stops along the designated route to pick up or discharge students.

The only variation allowed in this regulation is the release of students to parents/guardians in a face-to-face situation at the close of the activity before vehicles buses begin the return trip. Such release will require a signed, dated note from the parent.

Responsibility for extracurricular transportation, when not provided by the District, will remain with the parent, who will be required to sign a waiver and release of claims prior to the extracurricular activity or event. Such waiver and release of claims shall remain on file at the school.

The activity organizer must provide at least one instructor, coach, or adult sponsor for each vehicle bus on a special trip who shall be familiar with or provided a copy of this policy. The bus driver will be responsible for the safe operation of the vehicle bus. The sponsor will be responsible for supervision of students and enforcement of transportation bus rules. Any adult designated by the principal as a sponsor will have such authority.