

SPECIAL USE OF BUSES

FILE: EEAF

TITLE: Use of Buses/School Trips and Summer School

POLICY:

In addition to the transportation of students to and from school, school buses may be used for educational field trips or for special school-related or sponsored events provided any such trip is approved by the principal and is under the supervision of an administrative or instructional staff member of the school. Such trips may include educational field trips, co-curricular and extracurricular trips relating to athletics, music, clubs, and other organizations sponsored by the school.

- (1) An educational field trip is any trip directly related to a unit of instruction being studied by a particular group of students. A field trip for one day shall be limited to a radius of 100 miles from school.
- (2) An extra trip is any trip related to a school-sponsored or school-related activity, provided it pertains to an extracurricular or co-curricular activity.
 - (a) School buses, when available, may be used for extracurricular and co-curricular trips. Any request for such a trip shall be filed by the principal or designee on the proper form.
 - (b) The associate superintendent, transportation and operations services, immediately following any such trip, shall send a statement of the cost to the principal of the school.
 - (c) To assist in scheduling, the request for the use of buses for athletic trips shall be submitted to the associate superintendent, transportation and operations services seven days prior to the opening event for each sport.
 - (d) The expenses for any extracurricular or co-curricular trip as provided in subsection (2) herein shall be the sole responsibility of the school and shall be paid from the school's internal account funds and from the funds of the organization making the trip or sponsoring the activity. The hourly rate to be paid to the bus operator shall be in accordance with the pay schedule for non-instructional personnel.
- (3) Transportation for summer school programs shall be provided upon the superintendent's approval. School buses, when available, may be used for approved trips on the basis of a cost to be paid in the same manner as for extracurricular and co-curricular trips during the regular school term.
- (4) All school buses shall be operated by the school board through the use of district school bus operators or a driver duly approved and properly qualified to operate a bus.
- (5) A vehicle operated by a commercial line may be used for an extracurricular or co-curricular trip or other approved school trip provided advanced approval is obtained from the superintendent or designee.
- (6) The following rules shall apply to any special use of a school bus for school trips.
 - (a) A request for transportation for any eligible activity shall be on the proper school board-approved form and shall be signed by the principal or designee of the school requesting the service. Such requests shall be in the district transportation services office at least seven days prior to the time of the scheduled trip.

- (b) Only a regularly employed bus operator shall be used for special trips.
- (c) Scheduling of a bus for a special trip shall be the responsibility of the associate superintendent, transportation and operations services. Such a trip shall in no way alter, interfere with or disrupt the operation of a regular bus transporting students to and from school.
- (d) It shall be the principal's responsibility to provide chaperons for each scheduled trip and to properly instruct chaperons before departure on the rules governing transportation with special emphasis on school bus behavior and safety.
- (e) No unauthorized person shall be permitted to ride a bus on a field trip or an extracurricular trip. An approved chaperon shall be considered to be an authorized passenger.
- (f) Written permission of the parent(s) or legal guardian is not required for district-sponsored activities such as The Orlando Science Center, Loch Haven Art Center, ballet, etc. Parents, however, will be notified in advance of the trip and given an opportunity to request that their student not attend. All other field trips will require written permission which shall be kept on file in the principal's office
- (g) The principal shall be responsible for handling of the collection for damages due to vandalism on a special trip in which the school participated.
- (h) Any school bus used for an extracurricular or co-curricular activity shall be operated on the highways in strict compliance with all Florida Statutes, State Board of Education Rules and the School Board Rules.
- (i) The driver on special bus trips shall clean the bus after each trip and shall have the bus in proper order for the regular school bus route the following morning.
- (j) Luggage, music instruments, ice chests or any package of material shall not be piled or placed in the aisle or the entrance of the bus.
- (k) Large boxes, packages or music instruments shall be secured in such a way that a sudden stop would not cause the item to move and possibly cause injury to a passenger.
- (l) A bus which is used for a special trip and is scheduled to return after the regular bus run or at night shall not be used to transport students to their homes, except under extraordinary conditions.

LAWS IMPLEMENTED:

Sections 1006.21; 1006.21; 1001.54(1)(c); 1006.22; 1006.24; 1011.60; 1010.04; 1011.06; 1011.07

, Florida Statutes

STATE BOARD OF EDUCATION RULES:

6A-1.052; 6A-3.0171

ADOPTED: 05/24/96

SPECIAL USE OF BUSES – cont'd

FILE: EEAF

TITLE: Use of School Buses for Public Purposes

POLICY:

- (1) The school board may enter into agreements with the governing body of municipal, county and state agencies for transporting the disadvantaged as defined in Section 427.011, Florida Statutes, and with nonprofit corporations and nonprofit civic associations and groups for transporting school-age children for activities sponsored by such associations or groups. The following provisions shall apply when agreements are entered with the school board.
 - (a) Reimbursement for bus usage shall be at a rate at least equal to the cost incurred.
 - (b) The agency, association or group shall indemnify and hold harmless the district from any and all liability of the district by virtue of bus usage.
 - (c) Liability insurance coverage in the amounts specified in Section 234.211, Florida Statutes, shall be provided by nonprofit corporations and nonprofit civic associations and groups.
 - (d) The superintendent and the requesting agency, association or group shall sign a contract prior to usage.
- (2) The superintendent shall submit semiannual reports to the appropriate coordinator and the Department of Education to describe the availability of district-owned vehicles for transporting the disadvantaged and to specify the district's participation in the joint-use program for transporting the disadvantaged.

LAWS IMPLEMENTED:

Sections 1001.42(4)(d); 1006.21;
1006.08; 1006.21(3); 1006.261; 427.011; 427.0158, Florida
Statutes

STATE BOARD OF EDUCATION RULE:

41-2.001; 41-2.006

ADOPTED: 05/24/96