

TITLE: Use of Schools Buses  
WV School Transportation Regulations

Special use of school buses must be made at least two weeks in advance of proposed use through the principal. It is the responsibility of the principal to decide the educational value of each trip.

In the following policies, the phrases "school trips" is interpreted to mean curricular, extracurricular, educational field trips, or recreational trips. "Transportation" is interpreted to mean transportation by school bus or private automobile.

1. Pupils making school trips of any kind by buses must be supervised by a sufficient number of regularly employed professional members of the school staff (teachers, principal, or assistant principal). When trips are made they shall be supervised by one professional employee, and if additional buses are required, they shall be supervised by other persons approved by the Board of Education.
2. All pupils going on any school trips of any kind by any means of transportation must have the written permission of a parent or guardian. Pupils of groups who travel frequently may submit one permission each year for band, sport season, etc. The permission document shall be kept on file at the school which would satisfy the requirement.
3. It will be the responsibility of the staff member in charge of each school trip of any kind made by a means of transportation outside the county to see that two lists of the names of all pupils going on the trip are made before the pupils leave the school--one list to be left at the school and one to be kept in possession of the staff member in charge.
4. All school trips of any kind must have the approval of the principal and the Superintendent.
5. All school trips of any kind made by any means of transportation which would cause a pupil or pupils to miss more than one day of school must have the additional approval of the Board of Education.
6. During the summer or holidays, all school trips of any kind made by any means of transportation or over a day's duration must have the approval of the Board of Education.