

Title: Curricular/Extra Curricular Trips

1. All requests for a bus or buses must be in writing and filed by the principal of the school with the director of transportation at least ten (10) days prior to the trip date. Requests must be made on the appropriate form available from the Superintendent's Office. **FORMS MUST BE COMPLETE.**
2. Pupils transported in a school bus on such trips shall, in addition to the school bus operator, be supervised by a least one professional employee of the county board of education who shall provide a list of all persons on the bus to the bus operator. Each additional bus shall be supervised by a professional employee or person approved by the County Board.
3. Principals shall be responsible to see that only students, Board employees or chaperones approved by the Board, be transported on school buses on approved curricular and extra-curricular activities.
4. The bus operator will be responsible for the discipline on the bus, but shall report any misconduct, damage or safety violations to the principal and the director of transportation.
5. Any group that abuses the privileges made possible by the above rules and regulations shall be denied further privileges for the remainder of the school year. Any student who abuses his or her privileges as a member of a group shall be denied further privileges for the remainder of the school year.
6. Each group using a bus or buses for trips shall pay the Board of Education when invoices are received for the mileage and driver costs.
7. Schedules for extra-curricular activities approved by law shall not conflict with the regular organized transportation schedule that provides transportation to and from school for all children.
8. The Director of Transportation shall file at the end of each school month a financial and statistical report on forms provided by the State Executive Director of School Transportation.
9. Regular employed school bus operators are eligible to request to be placed on a rotation list, in order of seniority, for extra-curricular trips. If the driver accepts an extra duty assignment that prevents him from completing all or part of his regular assigned duty on any given day he will be paid only for the portion of the regular assignment completed plus the extra-duty assignment. The driver will be compensated at the rate equal to one seventh of their daily total salary for each hour they are involved in performing the extra-duty assignment. Any fraction of an hour will be prorated accordingly.