

**TRANSPORTATION 2 – ACTIVITY BUSING – EXTRACURRICULAR PROCEDURE
AND GUIDELINE FOR DRIVERS, COACHES, PERSONNEL, CHAPERONES, ETC.**

School transportation may be used in connection with the operation and support of extracurricular and student activities upon approval of the superintendent or designee.

Students riding to an activity in a school bus are expected to return on it. (The principal, or designee can make an exception.) Students on such trips are required to comply with the rules and regulations governing daily school transportation.

DRIVERS RESPONSIBILITIES:

1. Bus will be 10 minutes early at the school to load, unless it is not possible due to conflicts with regular routes.
2. Driver will obey all rules, regulations, and laws.
3. Driver will remain reasonably available if someone needs to enter the bus.
4. Driver will follow all safety rules/procedures.
5. Driver will explain emergency exits, emergency evacuation requirements, and passenger conduct at railroad crossings.
6. Driver's interaction with supervisors is encouraged.
7. Driver is encouraged to work with the supervisor(s) in maintaining realistically appropriate student behavior.
8. Don't over react to situations.
9. Remember, riding the bus is exciting for some students that do not usually ride a bus.
10. Enjoy your job and others will enjoy you.

**EXTRACURRICULAR RESPONSIBILITIES OF SUPERVISORS, COACHES,
PERSONNEL, AND/OR CHAPERONES, ETC.:**

1. Be on time for scheduled departure. The bus driver cannot and will not be able to make up time on the highway.
2. Supervisors are responsible for student discipline on the bus. The driver will bring to the supervisor's attention any problems and the supervisor is to take appropriate action.

3. Supervisors should introduce themselves and their assistants to the driver before the trip.
4. When practicable, supervisors will not allow students to dress on the bus. They should dress before they get on the bus or in the host school's locker room after they arrive.
5. Flammable items are not to be used on the bus.
6. No signs or gestures are to be made out of the bus window or placed where passing motorists can see them without the supervisor or driver's approval.
7. Nothing should be placed in front of the emergency exits in the front, back, or the side of the bus.
8. Supervisors should check the bus after all the students have departed the bus.
9. When supervisors and students disembark from the bus following an activity, every effort should be made to ensure that the bus is free of any trash, pop, and food, etc. Where this is not done, a meeting with the Athletic Director, Activities Director, Assistant Superintendent of Schools, the pupil transportation contractor, and the bus driver may be held. Repeated failure to ensure the cleanliness of the bus may result in denial of the right to bring food/drink items onto the bus.
10. If a student participant wishes to ride home with his/her parent/guardian, arrangements must be made by the parent/guardian with the supervisor either verbally or in writing.
11. Under no circumstances will student participants be allowed to transport themselves or other students to or from the activity, except in the presence of his or her parent/guardian. This does not apply to activities, which student participation is optional, or attendance as a spectator.
12. Use common sense in dealing with unexpected or unusual situations. Please report them to your building administrator, Athletic Director, or Activities Director as soon as you can. No one likes unpleasant surprises. It is much easier to defuse a situation if you know about it first hand from the supervisor before others get involved.
13. Supervisor's interaction with driver is encouraged.
14. Supervisors should not be grouped in one area of the bus, but should be dispersed throughout the bus.



LEGAL REFERENCE:

Idaho Code Sections

33-512(12) – Governance of Schools

ADOPTED: (As Procedure – August 21, 1979; Revised: January 27, 2003; Revised: December 18, 2007;
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