

DESCRIPTOR TERM:**Support Services****Millard District Policy****File Code: 3060****Approved: 10-11-18****TRANSPORTATION OF STUDENTS FOR EXTRACURRICULAR ACTIVITIES****A. Return Trips for School Activities**

In order to provide transportation for out-of-town students to extracurricular activities of the high schools, the use of buses at district expense is authorized for a maximum of ten return trips. In scheduling trips under this policy, principals will combine routes whenever possible and feasible, and will schedule only such return trips as will accommodate a sufficient number of students to justify the operation of a school bus.

B. Inter-School Activities

1. The use of school buses at the expense of the using school is authorized under the following conditions.
 - a. All trips must be recommended by the principal and prior approved by the superintendent at least three (3) working days in advance of the trip.
 - b. Special trips for students to attend playoff games, tournaments, and special activities will be authorized upon recommendation of the principal and prior (3 working days) approval of the superintendent.
 - c. In no case will the use of school buses be permitted for out-of-state travel, or trips in excess of 150 miles without prior Board approval.
 - d. Summer use of buses or suburbans will be limited to a maximum of one summer camp and one additional event per team. It is the intent and desire of the board that students and families have periods of time away from school organized events in their summer months.
2. Buses will be paid for at a rate determined annually by the Board. See attached budget recommendation guidelines. This will include all costs of the operation of the bus such as fuel, oil, and driver's fee, but will not include meals and hotel expenses of the bus driver. These expenses will be the responsibility of the schools involved. Driver's fees will be paid by the school district and not by the school.

C. Educational Field Trips – Elementary & Middle Schools

1. All in-district field trips will be paid by the district. Each elementary school will receive the benefit of one out-of-district educational field trip without charge. Middle schools will be allowed one out-of-district educational field

trip per grade (grades 6-8). Any additional trips will be at the expense of the school and prior approved by the Superintendent.

2. All trips must be recommended by the principal and prior approved by the superintendent at least three working days in advance.

D. Application for Use of Buses and Reports

1. Every trip authorized by the foregoing policy will require an application for the use of the bus on forms provided by the business administrator of the school district. Applications will be submitted at least three working days in advance of the date of the trip to permit approval or disapproval by the Superintendent of Schools, who may delegate this responsibility to the director of transportation. One application must be completed for each bus requested.
2. At the end of each semester, each principal will submit to the district office, payment for the bus mileage accrued because of activities at his/her school.

E. Travel Time

Drivers of commercial vehicles and school buses must adhere to Utah driving regulations in regard to continuous driving time and layovers.

Employees of Millard School District who transport students in vehicles other than buses, shall begin a trip between 5:00 a.m. and 11:00 p.m. The trip should be completed before 1:30 a.m. If it cannot be completed by 1:30 a.m., a rest stop until at least 5:00 a.m. should be included in the travel plans.

F. Chaperoning and Procedures

1. The following procedures will be adhered to on all extra-curricular buses:
 - a. Any activity bus carrying more than 15 students, should be staffed with at least two chaperones, with at least one being a school employee. This number may be adjusted with approval of the school administrator on a case-by-case basis. Such exceptions will not be made for buses carrying both male and female students. All such exceptions are to be reported by the principal to the Superintendent.
 - b. At least one chaperone will sit even with or behind the last student toward the rear of the bus.
 - c. The chaperones are requested to periodically move around the bus as appropriate. If they witness a commotion, they need to address it quickly. If the students have regained their composure before they get there, they

are to make a note of the time so that the bus cameras can be pulled and reviewed at that time frame.

- d. The students will be segregated by gender if both are riding the bus.
- e. A minimum of 30 students will be required for an activity bus (such as the student body attending state activity events).
- f. Disclosures should be on activity bus sign-up sheets that the students riding the bus will need to return on the bus.
- g. Students can only be released to their parents, unless a parent visits the school before the trip to authorize release to another designated adult.
- h. Overnight stays – Extreme precaution should be taken to safeguard the students. Advisors are strongly encouraged to avoid overnight stays when possible.

G. Notification

The school administrator is responsible to see that all those acting as chaperones are acquainted with procedures and agrees to adhere to this policy.