

TRANSPORTATION FOR CURRICULAR AND EXTRA-CURRICULAR TRIPS

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**1. Transportation via school bus:**

- a. Trip requested entered into Transfinder by the 20<sup>th</sup> day of the preceding month. (Example: trips entered into Transfinder must be entered August 20<sup>th</sup> for September trips)
- b. Provide parents with the Parental Consent Form to be completed and returned. (Form A – Revised 2018)
- c. Complete Passenger Manifest to be presented to the school bus operator prior to departure. Manifest should also include staff members and chaperones.

**2. Transportation via county owned vehicle: (Liability falls to Hampshire County Board of Education)**

- a. Trip requested entered into Transfinder by the 20<sup>th</sup> day of the preceding month. (Example: trips entered into Transfinder must be entered August 20<sup>th</sup> for September trips)
- b. Out-of-County travel request must be submitted to principal or direct supervisor two weeks in advance of scheduled trip and be approved by the principal, central office director and county superintendent. (Form B)
- c. A county owned vehicle will be assigned by the superintendent's secretary, if available, and noted on the returned out-of-county travel request.
- d. Complete the driver information form (Form C)
- e. Attach driver's license and current insurance card to the driver information form.
- f. Provide parents with the Parental Consent for Transportation by school owned vehicle to be completed and returned (Form D)

**3. Transportation via hired car or leased vehicle: (Liability falls to driver's personal insurance)**

- a. Trip request entered into Transfinder by the 20<sup>th</sup> day of the preceding month. (Example: trips entered into Transfinder must be entered August 20<sup>th</sup> for September trips)

- b. Contact transportation supervisor if using leased vehicle(s) for approved vendor.
- c. Leased vehicle must meet the requirements of 10 or less passengers (including driver)
- d. Out-of-county travel request must be submitted to principal or direct supervisor two weeks in advance of scheduled trip and be approved by the principal, central office director and county superintendent (Form B)
- e. An out-of-county travel request must be completed for the following reasons:
  1. A substitute is needed (code needed to be entered into SEMS)
  2. Overnight stay
  3. Meals and expenses are reimbursable
- f. Complete the driver information form (Form C)
- g. Attach driver's license and current insurance card to the driver information for (Form C)
- h. Complete the request for transportation by private vehicle form (Form E)
- i. Provide parents with the parental consent for transportation by private vehicle to be completed and returned (Form F)

### **Saturday Trips**

Buses **may** be used for all athletic events.

Options:

1. A bus will be used: follow guidelines for Monday through Friday trips.
2. The athletic director may choose not to use a bus if:
  - A. Parents/students/coach clearly communicate no student athlete will need transportation to an event.
  - B. Parents/students/coach clearly communicates a limited number of student athletes need transportation to an event.
    - State Policy 4336: Guidelines for Curricular and Extra-Curricular Trips No more than one (1) board owned, rented or leased vehicle will be used. A school bus should be used for more than nine (9) students and/or passengers.

- A county owned vehicle will be used to transport students to and from athletic events. The county owned vehicle must be equipped with a sufficient number of seats for the coaching staff and predetermined students to be transported to and from the event to ensure ALL students have a means to travel to and return home safely and ensure no student is lost or left behind.
- When using a county vehicle, multiple individuals need to be present.
  - Two Coaches/Adults with one student
  - One Coach – two or more students
  - One Coach/Adult with one student/child is never permitted
- Students may be released to a responsible adult (over the age of 18), once a permission slip/sheet is signed by a parent/guardian or designated individual pre-approved by the parent/guardian.

### **Overnight Trips**

1. Overnight trips will be considered individually.
2. Must be county board approved.

### **Extracurricular/Athletic Event Trips**

#### **Monday through Friday trips**

Buses **will** be used for all athletic events.

Options:

1. The athletic director/coach may choose to have the bus remain on site for transportation of students and/or coaches home after an event.
  - Students may be released to a responsible adult (over the age of 18), once a permission slip/sheet is signed by a parent/guardian or designated individual pre-approved by the parent/guardian.
2. The athletic director/coach may choose to have the bus return home early, if:
  - **State Policy 4336: Guidelines for Curricular and Extra-Curricular Trips – 21.1.5.** Students transported in a school bus on such trips shall, in addition to the school bus operator, be supervised by at least one (1) professional employee of the county board of education who shall provide a list of all persons on the bus to the school bus operator.
  - A county owned vehicle is driven to the event and available with a sufficient number of seats for the coaching staff and predetermined

students to be transported home to ensure ALL have a means to return home safely, thus ensuring no student is lost or left behind.

- When using a county vehicle, multiple adults/students need to be present.
  - Two coaches/adults with one student
  - One coach – two or more students
  - One coach/adult with one student/child is never permitted
- Students may be released to a responsible adult (over the age of 18), once a permission slip/sheet is signed by a parent/guardian or a designated individual pre-approved by the parent/guardian

3. The athletic director/coach may choose not use a bus if:

- The entire membership of the team is 9 or less including the coach
- Only a specific number of the team has qualified for an event (Examples – state track meet or state wrestling tournament)
  - **State Policy 4336: Guidelines for Curricular and Extracurricular Trips**

No more than one (1) board owned, rented or leased vehicle will be used. A school bus should be used for more than nine (9) students and/or passengers.

- A county owned vehicle will be used to transport students to and from athletic events. The county owned vehicle must be equipped with a sufficient number of seats for the coaching staff and predetermined students to be transported to and from the event to ensure ALL students have a means to travel to and return home safely and ensure no students is lost or left behind.
- When using a county vehicle, multiple individuals need to be present.
  - Two coaches/adults with one student
  - One coach – two or more students
  - One coach/adult with one student/child is never permitted