

GUIDELINES FOR SPECIAL TRANSPORTATION

A. General Policies

(Co-curricular Trips and Educational Field Trips)

1. All requests for special trips must be submitted to and received by the financial/transportation director no later than the Friday before the date of the trip. All requests for transportation shall be accepted on a first-come-first-served basis if there are too many requests.
2. In case of a cancellation, the financial/transportation director must be notified at least three hours prior to the scheduled departure time. Failure to notify the director may result in the activity being charged for the bus service even though it is not used.
3. The building principal or athletic director must approve all requests for special trips prior to the time the financial/transportation director is notified.
4. For any special trip not budgeted for by the district, the cost of transportation shall be borne by the building principal's budget or other sponsoring groups. The money collected to cover the cost of transportation must be turned over to the building principal.
5. The West Salem School District will not in anyway be held responsible, financially or otherwise, in the event a trip is cancelled. Parents/guardians of the student will be expected to sign a waiver prior to the trip.
6. If a school vehicle other than a bus is used for a special trip, the vehicle must be maintained and inspected pursuant to state law.
7. If a school vehicle other than a bus is operated by someone other than a regularly employed district bus driver, the operator must have on file with the financial/transportation director a medical opinion

issued within three years of the date of the trip that he/she is not afflicted with or suffering from any mental or physical disability or disease such as to prevent him/her from exercising reasonable control over the vehicle.

8. Buses shall begin special trips only when an instructional district employee or authorized person is present on the bus in addition to the driver.
9. Student conduct rules for regular bus routes shall be in force on special trips. The instructional district employee or authorized person supervising the trip should be familiar with these rules.
10. Responsibility for student conduct shall rest with the instructional employee or authorized person supervising the trip. However, if student conduct is such that it impairs the bus driver's ability to safely drive the bus and the supervisor does not notice this impairment, the bus driver shall notify the student(s) and the supervisor of this condition.
11. Each student must return in the same vehicle unless he/she is picked up by his/her parent/guardian. The parent/guardian must notify the instructional employee or authorized person supervising the trip before the trip begins. No other student may leave with the parent/guardian.
12. Written notices shall be sent home when a special trip is to be taken. Written permission from each student's parent/guardian must be secured before the trip. In the event the student has not returned permission slip, student's parent/guardian will be contacted by phone for permission to go on special trip. Students not receiving permission may not participate in the trip.
13. Adequate supervision shall be provided. There shall be a minimum of one chaperone per bus and at least one chaperone shall be seated in the rear of the bus.

14. Insofar as possible, special trips are to be planned and budgeted in advance.
15. Students participating in special trips are not permitted to drive themselves.
16. School buses or district-owned vehicles shall be used if available for trips unless pre-approved by an administrator.
17. Students who participate in co-curricular activities that are held off-site, but within the district are able to follow the following guidelines for transportation.

Students may transport themselves and siblings only to off-site, in-district, locations in their own vehicle. Students who transport themselves are not allowed to transport other students.

Students who do not have their own transportation will have transportation provided for them. A bus or van will transport students to their in-district locations to participate in co-curricular activities. The bus does not require an adult chaperone when transporting students within the district.

At the conclusion of an co-curricular activity, students can get their own way home, much the same as if they were leaving from school. Transportation will be provided for those students who need to return to school.

B. Educational Field Trips

1. All field trip decisions shall be made jointly by the teacher and building principal. In reaching a decision:
 - a. The building principal shall ask him/herself the following questions:
 - (1) Will the students have an adequate background of knowledge or ideas of concepts to profit from such an experience?

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- (2) Through the field trip, will the students gain insight into the relationship between what is being studied in the classroom and the outside world or reality?
 - (3) What skills, such as observing, recording, questioning, critical thinking and interviewing, can be developed through the trip?
 - (4) Can available follow-up activities be developed later in the classroom?
 - (5) Are there real purposes for this trip? Could they be served just as well by trips with parents/guardians or by classroom work?
 - (6) How does the trip fit into the long-range educational program of the school?
- b. The building principal shall take the following into consideration:
- (1) Buses are used to their fullest extent at certain hours of the day.
 - (2) The cost to the district.
 - (3) The number of trips the specific teacher plans.
- c. The building principal should be sure that the planned trip fits the students' age level and is well planned.
- d. The building principal should not be afraid to say no if he/she has valid reasons.
2. Two groups of a grade level should plan to go together if possible.
3. The cost of field trips may be partially borne by the Board in order to keep student costs reasonable.
- 4.

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