

CHAPTER 9.00 - TRANSPORTATION SERVICES

9.18 - Special Uses of School Buses

POLICY:

In addition to the transportation of pupils to and from school, school buses may be used for special trips including educational field trips, extracurricular trips, and transportation of employees to in-service activities. All special trips conducted as part of the regularly organized program of the school are subject to approval of the principal and shall be supervised by an instructional staff member or an approved sponsor.

Subject to the provisions of 1006.261, F.S., the Board may also enter into agreements with counties, municipalities, state agencies, and nonprofit corporations for the use of school buses.

(1) Educational Field Trips

Any trip which is directly related to a unit of instruction being studied by a particular group of pupils shall be considered an educational trip.

Requirements for educational trips are found in Subsection 4.22 of these regulations.

(2) Extracurricular Trips

A trip which is not directly related to the instructional program but which is related to a school-sponsored or connected activity shall be considered to be an extracurricular trip.

(a) School buses, when available, may be used for extracurricular trips. Any request for such a trip shall be filed by the principal on the proper form.

(b) To assist in scheduling, the request for the use of buses for athletic trips shall be submitted to the Coordinator of Transportation prior to the season for each sport as follows:

Football	September 1
Basketball	November 1
Spring Sports	February 1

(c) Transportation expenses for approved extracurricular trips shall be paid from the appropriately allocated budget unless otherwise directed by the Superintendent or the Board.

(3) No van or multipurpose vehicle including four wheel drive vehicles shall be used for student transportation unless it meets the safety requirements in State Board Rules.

CHAPTER 9.00 - TRANSPORTATION SERVICES

- (4) A school bus may not be used for an extracurricular trip where the round trip exceeds five hundred (500) miles unless approved by the Board.
- (5) No individual school will be permitted to own and operate a bus. All school buses shall be operated by the Board through the use of district school bus drivers or a driver duly approved by the Board and properly qualified to drive a school bus.
- (6) Where an extracurricular trip or any other school approved trip warrants travel by a commercial bus or airline, approval shall be obtained from the Superintendent and the Board.
- (7) The following rules shall apply to any special use of a school bus for a school trip:
 - (a) A request for transportation for any eligible activity shall be on the proper Board approved form and shall be signed by the principal of the school requesting service.
 - (b) Only a regularly employed bus driver approved by the Coordinator of Transportation or a special driver fully qualified and approved by the Superintendent or the Board may be used for special trips.
 - (c) Scheduling of a bus for a special trip shall be the responsibility of the Coordinator of Transportation, and such a trip shall in no way alter, interfere with, or disrupt the operation of a regular bus route carrying pupils to and from school.
 - (d) It shall be the responsibility of the principal of each school to provide chaperons for each scheduled special trip and to see that chaperons are properly instructed in the rules governing transportation prior to departure, with special emphasis on behavior and safety rules. At least one (1) chaperon on each bus shall be a member of the instructional staff.
 - (e) No unauthorized person shall be permitted to ride a bus on a field trip or an extracurricular trip. An approved chaperon shall be considered to be an authorized passenger.
 - (f) All rules and regulations as prescribed in Subsection 9.09 of these regulations shall apply to all special trips.
 - (g) Written permission of the parent or guardian of each pupil participating in a special trip shall be on file in the office of the principal of the participating school.
 - (h) The principal of the school shall be responsible for the handling of the collection for damages due to vandalism on a special trip in which the school participates.

CHAPTER 9.00 - TRANSPORTATION SERVICES

- (i) Any school bus used for an extracurricular activity or an educational field trip shall be operated on the highways in strict compliance with all laws and regulations of the State Board of Education and the School Board.
 - 1. All rules relating to pupil responsibilities shall be enforced.
 - 2. The bus driver shall always drive at a safe speed and never in excess of thirty (30) miles per hour in business or residential districts, never over fifty-five (55) miles per hour outside business or residential districts, and in no case in excess of the posted speed limit.
- (j) The bus driver of a special bus trip shall clean and refuel the bus after each trip and have the bus in proper order for the regular school bus route the following morning.
- (k) Luggage, band instruments, ice boxes, or any package or material shall not be placed in the aisles or entrance of the bus.
- (l) Large boxes, packages, or band instruments shall be secured in such a manner that a sudden stop would not cause the package or material to move and possibly cause injury to a passenger.
- (m) When a special trip is scheduled to return after the regular bus run at night, the bus may not be used to make a special bus run to return students to their homes.
- (8) Subject to approval of the Superintendent, school buses may be used to transport employees to in-service activities, provided such use does not interfere with the regular instructional program and buses are the most economical means of transportation.
- (9) The Board may enter into agreements with governing bodies of counties, state agencies, municipalities, nonprofit corporations, or civic associations to assist in the transportation of the disadvantaged, the elderly, and school age children sponsored by, but not limited to, the Girl Scouts, Boy Scouts, 4-H clubs, Y.M.C.A., and similar groups. Agreements concluded pursuant to this rule shall contain at least the following provisions:
 - (a) The organization shall provide liability insurance in the amounts specified by 1006.24, F.S.;
 - (b) The organization shall compensate the Board in an amount at least equal to the costs incurred by the Board for such use; and
 - (c) The organization or group shall indemnify and hold harmless the Board for any and all liability by virtue of the use of such buses.

CHAPTER 9.00 - TRANSPORTATION SERVICES

STATUTORY AUTHORITY:

1001.41 (2), 1006.21 (8), 1001.42 (17),
F.S.

LAWS IMPLEMENTED:

1006.21 (10), Ch. 234, F.S.

STATE BOARD OF EDUCATION RULE:

6A-3.017

HISTORY:

Adopted: 06/17/97
Revision Date(s): 12/03/02
Formerly: