

## SPECIAL USE OF SCHOOL BUSESSES

### General Policies

1. The building principals or athletic director must approve all requests for special transportation prior to the time that the bus contractor is notified. All trips must be scheduled a minimum of 48 hours in advance, with the exception of events re-scheduled due to weather.
2. Transportation costs for any special trip must be paid from within the building budget as established by the School Board or other sponsoring service. The building principal is responsible for determining the budget location from which these costs are taken.
3. Each month the bus contractor will bill the School District directly for all busses used in transporting students of the District. In turn, each activity will be charged to the appropriate account or the principal billed for their usage of the bussing.
4. In case of cancellation, the Transportation Liaison must be notified at least three hours prior to the scheduled departure time. Failure to notify the bus contractor may result in the activity being charged for the bus service even though it was not used.

### Extra Curricular Trips

1. Buses will begin extra curricular trips only when an advisor or chaperone approved by the Brodhead School Board or Administration is present on the bus in addition to the driver.
  2. Standards of conduct on extra curricular trips shall be the responsibility of the professional employee supervising the trip.
  3. Extra-curricular trips must be taken in school vehicles, or in vehicles driven by licensed and approved school staff members as required by the provisions of state statute. Students making an extra-curricular trip must be transported to the school events in such vehicles. In the event of a unique situation, an exception may be granted through advanced approval by the building principal.
  4. If a bus on a trip deviated from the designated point, the driver will note these deviations or stops on the trip ticket and the same will be initialed by the chaperone.
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5. Students taking an extra-curricular trip must return on the same bus unless a written statement from the parent/guardian accepting responsibility and liability for transportation is signed and verified by the building principal or designee in advance of the trip. The supervising professional employee may accept such a note at the event only if it is hand-delivered by the parent/guardian.
6. Any-overnight trip must be approved by the District Administrator prior to signing up students.
7. Money collected to cover the cost of transportation of a trip not budgeted for must be turned over to the building principal forty-eight hours prior to the scheduled event.

#### Educational Field Trips

1. Tentative requests for field trips must be submitted to the Transportation Liaison at budget time.
  2. Written parent approval must be secured for the first trip of the year. Written notices will be sent home when a field trip is to be taken.
  3. Field trips on Saturdays, evenings, and during vacations are permitted. These trips are not mandatory for the student, and the teacher may not receive extra pay.
  4. Busses will begin field trips only when a professional employee of the District is present on the bus in addition to the driver. A minimum of one (1) chaperone is required on a bus. More chaperones may be required by the building principal, appropriate to the age of the students and nature of the activity.
  5. No overnight trips will be allowed at the elementary level, and only by special permission at the secondary level.
  6. Standards of conduct on field trips shall be the responsibility of the professional employee supervising the trip. A general rule is that students will be expected to follow the same rules in effect at school, unless a higher standard is appropriate to the activity.
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7. Students taking a field trip must return on the same bus unless a written statement from the parent/guardian accepting responsibility and liability for transportation is signed and verified by the building principal or designee in advance of the trip.
8. If a bus on a field trip deviates from the designated point, the driver will note these deviations or stops on the trip ticket, and the same will be initialed by the professional employee supervising the trip.

#### Use of School Owned or Contracted Autos

Any employee requesting use of school owned or contracted auto must:

1. Notify the Transportation Liaison of the request at least three days prior to the activity and present his/her driver's license.
2. Keys to the vehicle must be picked up at the Transportation Office on the same day as its intended use.
3. Keys to the vehicle must be returned to the Transportation Office no later than 7:45 A.M. the morning-after the vehicle was used, so that other activities can use it.
4. The Transportation Liaison will make the final determination as to the use of the van or a bus, depending on which is more economical or practical to use and the availability of the van.

LEGAL REF: WI. ST. 121.54

Adopted: \_\_\_\_\_  
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