

MERCER COUNTY SCHOOLS
Policy Comment(s) / Suggestion(s)

Policy: I-42
**Student Transportation and Use of School Buses for Curricular,
Extracurricular, Non-Profit and Private Entities**

Individual / Organization: _____

Title: _____

Address: _____

Comment(s) / Suggestion(s)

Please write your comments below in the sections that apply to the policy.

Use additional paper if necessary.

1.0 Purpose

Agree (reason)

Disagree (reason)

This policy is being changed to update and clarify language and to make grammatical changes.		
--	--	--

2.0 Definitions

Agree (reason)

Disagree (reason)

--	--	--

3.0 Procedures

Agree (reason)

Disagree (reason)

--	--	--

General Comments

Agree (reason)

Disagree (reason)

--	--	--

Return comments **NO LATER THAN July 23, 2018** to:

Dr. Kristal Filipek - Director, Human Resources

Mercer County Schools

1403 Honaker Avenue

Princeton, WV 24740

CURRICULAR AND EXTRACURRICULAR TRIPS (TITLE)
STUDENT TRANSPORTATION AND USE OF SCHOOL BUSES FOR CURRICULAR,
EXTRACURRICULAR, NON-PROFIT AND PRIVATE ENTITIES

1.0 Purpose

The Mercer County Board of Education recognizes that curricular and extracurricular trips may serve as an effective means of supporting the learning process; therefore, it is the desire of the Board of Education to support curricular and extracurricular trips, ~~planned according to the following procedures as part of and directly related to the total school program of Mercer County Schools.~~ **To facilitate these trips, a sufficient fleet of buses is needed to serve the needs of students attending Mercer County schools. Since individuals are contracted with to provide services in isolated areas which are not accessible to school buses, the Mercer County Board of Education understands the single most important variable in any successful transportation system is the operator.**

2.0 Definitions

2.1 Auxiliary Member – A member of a group, organization, club, team etc. who provides support for the team.

2.2 ~~2.1~~ Curricular Trip: Any trip taken by Mercer County students and staff that is planned in conjunction with the instructional program of the class or group seeking approval. (Example: class or group field trips)

2.3 Duty hours: The time it takes to do an inspection of the bus prior to assigned morning and afternoon routes as established by the Supervisor of Transportation, and to fuel, attend to preventive maintenance and maintenance as needed. In addition, in the afternoon the bus operator shall be at the first school served five (5) minutes prior to dismissal. He/she may be called upon from time to time to make extra runs when necessary for the safety of the students.

2.2 ~~2.4~~ Extracurricular Trip: Any trip taken by Mercer County students and staff that is planned in conjunction with athletic contests, competitions, performances or other related activities. (Example: band performances or basketball games)

2.5 Off Duty Time: Time uncompensated by any employer.

2.6 On Duty Time: Time for which the bus operator is being compensated by any employer.

~~CURRICULAR AND EXTRACURRICULAR TRIPS (TITLE)~~
**STUDENT TRANSPORTATION AND USE OF SCHOOL BUSES FOR CURRICULAR,
EXTRACURRICULAR, NON-PROFIT AND PRIVATE ENTITIES**

3.0 Procedures

- 3.1 All requests for curricular or extracurricular trips shall be submitted in writing on the Curricular and Extracurricular Trip Request Form to the building principal for preliminary approval.
- 3.1.a **Requests by non-profit and private organizations for leasing of school buses must be made in writing to the Transportation Department. Such request must be related to school supported or school sponsored activities.**
- 3.2 Upon approval of the building principal, requests for curricular and extracurricular trips shall be submitted to the Assistant Superintendent **and/or designee** a minimum of ten (10) school days prior to the scheduled trip. **Once approved, the Transportation Department shall be provided a copy of the scheduled trip by the Monday preceding the week the trip is to be taken.**
- 3.3 All curricular or extracurricular trips **requests** requiring the use of a county school bus must include a roster of participating students and adults.
- 3.4 County school buses may not be used for trips exceeding **two hundred (200)** miles one way, with the exception of WVDE, SSAC or other regional or state sponsored competitions or invitational events.
- 3.5 Buses used for field trips will be assigned on a first-come, first-served basis. **Each trip will be scheduled based upon availability of drivers and buses.**
- 3.5.a The time frame of a trip, so not to conflict with the regular school transportation, will be scheduled between the first school bell and the first dismissal bell of the evening.**
- 3.5.b Buses will not be pulled from regular routes to accommodate extra-curricular and curricular activity trips, without the approval of the Supervisor of Transportation.**
- 3.5.c The school bus operator is in charge of the school bus pupils and other passengers. It is the responsibility of the school bus operator with the**

CURRICULAR AND EXTRACURRICULAR TRIPS (TITLE)
STUDENT TRANSPORTATION AND USE OF SCHOOL BUSES FOR CURRICULAR,
EXTRACURRICULAR, NON-PROFIT AND PRIVATE ENTITIES

cooperation of other professional employees to maintain discipline on the school bus at all times.

3.5.d For one-way trips of less than fifty (50) miles, the maximum number of students will be three (3) to a seat for in-county travel and two (2) to a seat for out-of-county travel.

3.5.e Exceptions to this policy for extra-curricular and curricular activity trips will be considered on a case-by-case basis by the Supervisor of Transportation in consultation with the respective supervisor.

3.6 Trips exceeding ten **(10)** hours of continuous driving by the bus operator will require a second operator.

3.7 The operator works under the direction of the Supervisor of Transportation.

3.8 The operator is held directly responsible for the safe, operation of the vehicle to which he/she is assigned. Safely operating the vehicle includes, but is not limited to:

3.8.a Abiding by all rules, regulations, and policies governing the transportation of pupils as approved by the Mercer County Board of Education, State Board of Education, State Department of Public Safety, and the State Department of Highways; and

3.8.b Bus operators shall not use cell phones or any other personal electronic device while operating a bus. If communication with the Transportation Department is necessary, the bus must be pulled off the road and stopped.

3.9 The operator is held directly responsible for the efficient operation and care of the vehicle to which he/she is assigned and shall stand in place of teachers, parents, or guardians in exercising authority and control over the students while they are in transit.

3.10 The operator shall follow instructions and interpretations in all matters pertaining to the transportation of pupils, and otherwise shall promptly cooperate with the Supervisor of Transportation.

~~CURRICULAR AND EXTRACURRICULAR TRIPS (TITLE)~~
STUDENT TRANSPORTATION AND USE OF SCHOOL BUSES FOR CURRICULAR,
EXTRACURRICULAR, NON-PROFIT AND PRIVATE ENTITIES

3.11 An operator's first working obligation is to his/her employment as a school bus operator. Other employment shall in no way conflict with his/her duties as a bus operator. Should a conflict occur, a bus operator is subject to dismissal. In the afternoon the bus operator shall be at the first school served five (5) minutes prior to dismissal. Additionally, he/she may be called upon from time to time to make extra runs when necessary for the safety of the students.

3.11.a Any school bus operator who holds additional employment must keep record of on duty time with second employer, and

3.11.a.1 He/she must limit accrued work time by second employer to no more than twenty-two (22) hours in any seven (7) consecutive days or no more than twenty-five (25) hours in eight (8) consecutive days, or

3.11.a.2 During any seven (7) day period, a bus operator must have at least one (1) off day period of at least eight (8) consecutive hours for rest.

3.12 Any person who performs responsibilities as a school bus operator shall not be eligible to operate a school bus without a minimum of six (6) hours between the conclusion of a trip and the start time for the next day.

3.13 Any school bus operator who has worked a full day (7.5 hours) may only accept trips that are less than 6.5 hours in total length.

3.14 The operator shall be furnished by Supervisor of Transportation a written copy of rules and regulations governing transportation of public school students in Mercer County.

3.15 The operator shall become familiar with the West Virginia School Transportation Regulations published by the West Virginia Department of Education, and approved Mercer County Board of Education policies.

3.16 The operator shall report all problems, complaints, irregularities and suggestions promptly to the Supervisor of Transportation.

~~CURRICULAR AND EXTRACURRICULAR TRIPS (TITLE)~~
**STUDENT TRANSPORTATION AND USE OF SCHOOL BUSES FOR CURRICULAR,
EXTRACURRICULAR, NON-PROFIT AND PRIVATE ENTITIES**

3.17 The school bus shall be parked, stationed and/or stored at a place designated by the **Supervisor of Transportation**. The bus shall not be used for the private advantage of the bus operator.

~~3.7~~ **3.18** Means for financing trips shall be approved by the building principal. Fund raising which involves students for the purpose of securing funds for curricular and extracurricular trips shall be approved by the Assistant Superintendent by submitting the Permission to **Fund Raise** ~~Raise Field Trip Funds~~ form.

~~3.8~~ **3.19** Students shall not be denied the opportunity to participate due to a lack of personal financial support.

~~3.9~~ **3.20** The sponsoring schools or organizations are responsible for the mileage costs of all buses and driver's salaries for all curricular and extracurricular trips at a rate to be determined annually.

~~3.10~~ **3.21** The sponsoring school is responsible for toll and parking costs as well as additional fuel needed while on all curricular and extracurricular trips.

~~3.11~~ **3.22** **The sponsoring school is responsible for obtaining** parent/Guardian consent forms. **Consent forms** are required **to be submitted to the principal and/or designee** for all participating students prior to the trip. **Only student members from the participating school's group request are allowed to participate.**

~~3.12~~ **3.23** All students participating in curricular or extracurricular trips are subject to the disciplinary policies of the sponsoring school as well as the disciplinary policies of Mercer County Schools **as** outlined in MCBOE Policy J-18 (Student Code of Conduct) and JFCC (Student Conduct on School Buses), as well as MCBOE policies J-15 (Substance Abuse Policy) and K-1 (Tobacco Control).

~~3.13~~ **3.24** No curricular or extracurricular trips will be approved after **May 10 the 160th instructional day** of each year for those requiring county buses and **May 20 and the 165th instructional day** for all others.

~~CURRICULAR AND EXTRACURRICULAR TRIPS (TITLE)~~
**STUDENT TRANSPORTATION AND USE OF SCHOOL BUSES FOR CURRICULAR,
EXTRACURRICULAR, NON-PROFIT AND PRIVATE ENTITIES**

4.0 Administration

- 4.1 A minimum of one school employee shall serve as chaperone for every twenty-five (25) students. (Additional chaperones subject to principal discretion.) At the secondary level, there must be chaperones of both genders if there are male and female students participating in overnight curricular or extracurricular trip.
- 4.2 All parents or other adult chaperones shall be advised of their supervisory duties and responsibilities prior to each curricular or extracurricular trip. **All chaperones must be an approved Mercer County Board of Education Volunteer or an approved auxiliary member of the group requesting a curricular or extracurricular trip.**
- 4.3 All chaperones and school employees are subject to MCBOE policies AE (Drug-Free Workplace Policy) and K-1 (Tobacco Control) while on approved curricular or extracurricular trips.

5.0 Severability

If any portion of this policy or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications of this policy.

Authority: W.Va. Constitution, Article XII, §2, and W.Va. Code §§16-9A-4, 16-9A-9, 17A-1-1, 18-2-5, 18-2-5a, 18-2-7b, 18-2-9, 18-2-33, 18-2C-1 et seq., 18-5-1, 18-5-13, 18-16-1, 18A-1-1, 18A-5-1, 18A-5-1a, 60A-1-101, 60A-7-11a, 61-2-15, 61-7-2, and 61-7-11a.

Source: Board of Education Minutes

Date(s): 9/94; 8/28/07