

## TRANSPORTATION OF STUDENTS

The mission of our transportation department is to provide an effective, safe and efficient system of transporting students to and from school, and on extra-curricular activities and field trips for which such transportation has been budgeted and approved. The transportation department is to comply with applicable laws, regulations and policies established by federal, state and local authorities.

The transportation department is charged with maintaining the district's vehicles in the best possible condition, establishing and maintaining a program of continuous improvement that includes a regularly scheduled training sessions for department staff, and with reviewing bus schedules and routing plans annually to ensure maintenance of efficiency and safety. Bus routes shall not extend outside the district to pick up or drop off non-resident students.

The parent or guardian of a resident child who desires the child be transported to a parochial or private school outside the school district during the next school year is to submit a request to the transportation supervisor within thirty [30] days of moving into the district, or no later than April 1st of the preceding school year. Late requests from a parent or guardian may be considered if a reasonable explanation is provided by the parent/guardian for the delay.

The Board of Education recognizes that in particular circumstances, the administrator operations supervisor or designee may authorize transportation of students in private vehicles to transport a student or students to a hospital or other medical facility, in the event of a medical emergency.

The district's transportation department does not provide transportation for 'home site' practices, exhibitions, games or performances. 'Home site' is defined as the facility and location where a particular school club, team or group has been assigned to meet on a regular basis for rehearsals, practices and 'home' games. It will be the responsibility of each student's parent/guardian to provide for the prompt arrival of that student to the 'home site' and for the prompt departure from the 'home site' of that student.

Students participating in an 'away' game or athletic event are expected to use district-provided transportation. Students are not allowed to transport themselves to or from the event, nor may any student transport another student in such circumstances. A parent/guardian may transport their own child only if the coach or other supervising staff member is informed that the student is being transported by the parent/guardian.

The district will provide transportation to and from 'away' games, athletic events, exhibitions and performances that have been previously requested by the Principal and/or Director, and subsequently identified and approved by the Superintendent of Schools or designee as essential to adequately maintain the integrity of the school's academic, artistic and athletic programs.

The Superintendent of Schools is charged with guiding administrators with establishing and regularly reviewing administrative protocols associate with pre-approved exceptions and waiver forms for parents/guardians to transport their own children to or from 'away' games, athletic events, exhibitions and performances when student are being provided school district transportation. Parents/guardians who want their child to be transported in a private vehicle from school or school sponsored events by an adult other than that child's parent/guardian must complete, sign and submit in advance to the Principal or Athletic Director a district-approved waiver form.

The administrator, operations supervisor or other school employee with overall 'on site' supervision responsibility for that event is authorized to disallow implementation of a previously approved transportation waiver if that school employee believes an unanticipated emergency or safety condition warrants transportation of that student via the transportation department rather than a private vehicle.

Adoption date: August 11, 2009