

ACTIVITY, ATHLETIC, AND FIELD TRIP PROCEDURES AND RESPONSIBILITIES

DRIVERS ARE RESPONSIBLE FOR THE BUS INCLUDING COACHES

COACHES, TEACHERS, AND CHAPERONES

1. Must have a copy of the Bus Regulations and a copy of Procedures and Responsibilities and know them before going on a trip.
2. Must position and disperse themselves on the bus to be always in control of students.
3. Direction and routes are only changed in case of emergency and at the driver's discretion.
4. Coaches must ride the bus back to the school.

LOADING, BEFORE TRIP

1. Do not allow any student or adult suspected of drinking, using, and/or bringing alcoholic beverages or drugs, to ride the school bus.
2. Coaches/teachers take roll and account for each person making the trip and give a copy of the ridership form to the driver to and from the trip in case of an accident. Roll must be taken before leaving every stop to make sure all are on board the bus.
3. Make sure coaches have reviewed the rules and all passengers understand the bus rules and regulations.
4. Extra gear, equipment, food etc. need to be stored in the rearrest seats and may be loaded through the back door. Must be below the top of the seat back.
5. No glass bottles, gum, sunflower seeds or spraying of aerosol cans or perfume.
6. Boys and girls need to be seated at opposite ends of the activity bus both to and from sporting events.

7. Javelins must be secured in a sealed container and attached to the bottom of the seats.
8. Do not block any emergency exit to include the back door and emergency windows.
9. No cleats may be worn on the bus.

OVERNIGHT TRIPS

1. The seat directly behind the driver is reserved for the bus driver and their belongings.
2. Communication with the driver should be limited.
3. The driver's overnight room needs to be away from the student's rooms as the driver will need a restful night to be able to drive safely on the return trip.

IN TRANSIT:

1. Rest stops are to be made at State or Federal rest areas.
2. Whenever the noise level becomes distracting or safe driving practices. The adult in charge will take the necessary steps to alleviate the problem.
3. Curl School Bus Services policy is that *there is no eating or drinking on regular scheduled AM and PM routes*. An exception has been made for activity, athletics, and field trips. Please do not abuse this exception. A receptacle will be provided for waste materials.
4. It will be the responsibility of the adult in charge to maintain control of all passengers. The Oregon State Department of Education says *all passengers must remain seated while the bus is in motion*.
5. Windows are not to be open all the way down they must be 2 clicks up from the bottom.

ARRIVAL:

1. Before disembarking from the bus, the adult in charge, all passengers and the bus driver will agree on the pickup point and time of departure. The bus driver will have the final say on the time of departure.

ACTIVITY:

1. While at destination, each advisor and chaperone will be responsible for the group assigned to them.
2. It will be the responsibility of each chaperone and advisor to make sure that their group is back on the bus at the agreed time and place.

RETURN DEPARTURE:

1. Roll call will be taken by the person in charge to ascertain that all participants are on board and a copy of the ridership form given to the driver in case of an accident.
2. If people are absent, the teacher will leave the supervision of those present to the bus driver and will check for the whereabouts of missing students and adults.
3. If the bus is detained because of a missing person, mechanical failure, or for any other reason, the bus driver will call the transportation supervisor or proper authorities for the reason for the delay.

ARRIVAL BACK TO SCHOOL:

1. The adult in charge will be responsible for seeing that all passengers clean the area they were sitting in, and that all waste material is put in the waste receptacle provided. The adult in charge will then do an inspection of the school bus and make sure that all waste has been picked up. If you have problems with this matter, contact the Transportation Supervisor the next day to have the matter dealt with.

