

FILE: EDDA

## USE OF JEFFERSON DAVIS PARISH SCHOOL BOARD OWNED SCHOOL BUSES BY OUTSIDE ORGANIZATIONS

It shall be the policy of the Jefferson Davis Parish School Board to permit the use of school buses for student trips or excursions to enhance instructional activities. The use of buses for such trips shall be strictly governed by regulations adopted by the School Board and/or established by the Superintendent or administrative staff. All arrangements for any trip or excursion shall be made by either the transportation supervisor or the Superintendent.

In addition to any regulations that may be prescribed, the School Board shall require the following:

1. The organization making application for use of any school bus will complete the Trip Request form and submit to the Director of Transportation, ten (10) school days prior to the date of anticipated use.
2. Only Jefferson Davis Parish School Board (JDPSB) bus operators shall drive school buses on any student trip or excursion. School bus operators will be paid based on the JDPSB *Supplemental Payment Procedures*. Fuel, clean-up, and other expenses shall be paid by the local school or outside organization.
3. Only school students, school personnel, and school approved chaperones shall be permitted to ride the bus on school field trips.
4. Any outside organization requesting usage of JDPSB bus(es) shall submit the following to the JDPSB Director of Transportation:
  - A. A Certificate of Insurance evidencing “hired and non-owned” auto coverage.
  - B. Certificate shall include naming the Jefferson Davis Parish School Board as Additional Insured.
  - C. Certificate shall reflect the minimum limits of one million dollars of liability.
  - D. Signed Hold Harmless/Indemnification Agreement
5. Any school or outside organization that does not comply fully with the regulations shall be denied the use of

buses for the remaining part of the school year.

6. Application for In-Parish and Out-of-Parish Trips shall follow the procedures set forth by the JDPSB.

There will be no Out-of-State Trip Requests from outside organizations.

Revised: April 19, 2007

Revised: April 11, 2019

Ref: La. Rev. Stat. Ann. §[17:81](#)

Board minutes, 8-19-93, [4-19-07](#), [4-11-19](#)

Jefferson Davis Parish School Board