

New Waverly I.S.D.

Transportation

Introduction

Trips throughout the year, curricular or extracurricular, are important to the comprehensive educational program of the students in our district. These trips should be coordinated by the teacher or sponsor to make the most advantageous use of the resources we have.

Preplanning is necessary to ensure that the goals of the trip are met. Trip evaluation is beneficial in determining if the same trip is worthy of any future consideration. All trips should be approved and evaluated by the Principal of the Campus requesting the trip. All Athletic trips should be signed by the Athletic Director or a Campus Principal.

Guidelines to request a trip for curricular or extra curricular

Principals, teachers and sponsors need to be aware that **all** requests for transportation, both in-district and out-of-district must follow the guidelines regardless of the funding source.

1. All requests utilizing a district transportation resource will be on a “first come, first serve” basis (at times, the requested vehicle of choice may not be available or there may be a need to substitute a different vehicle than the one requested even after being approved). No request will be considered until the Transportation Request Form has been approved by the Campus Principal or Department Administrator and has been forwarded to the Transportation Department. Requests can be obtained from the Central Office, Campus Office, Transportation Office or Transportation webpage.
 - a. The request form will indicate which organization is requesting transportation.
 - b. The request form is to include the number of passengers, including the sponsors and chaperons being transported.
 - c. The request form should include, or have attached, the destination and directions for the trip.
 - d. The request form is to indicate co- or extracurricular.
 - e. The request form is to indicate the date on which the trip is planned for as well as the date the form is submitted. **(All Transportation Requests are to be approved by the Campus Principal or Department Administrator and submitted to Transportation a minimum of 10 school days before the date of the trip (exceptions are bad weather cancellation/re-schedule and playoffs only).**

2. Principals, teachers, and/or sponsors will be responsible for obtaining a statement from the parent or guardian of each student, granting permission/

medical treatment waiver, for his/her child's participation in such trip.
A signed copy of this statement, for each student, must be carried by the sponsor on all out-of-town trips.

3. A roster of students (including contact numbers) must be made and forwarded to the Transportation Department **before** each trip. (Travel will not be allowed until the contact list is received. The list should be e-mailed in Excel or Word format)
Tip: Make one list, save on your S: drive and make changes to it for mailing.

4. Students (including band, drill team, cheerleaders, and athletes) participating on a field trip that involves travel shall use the transportation provided by the district both to and from the event. The only exception to this is for the student to have in his/her possession a signed statement for a parent or guardian. The statement is to indicate who the student is allowed to ride home with.

5. Bus rider rules apply to **all** school-sponsored events.

Sponsor Responsibilities on Trips:

1. Secure proper authorization for the trip by following the Transportation Request Guidelines.
2. Provide supervision and maintain discipline of passengers.
3. Be aware of and enforce all bus rules.
4. Cooperate with and assist the driver in case of emergency or accident.
5. Be accountable for all students being present on the bus.
6. Supervise clean-up of the bus after each trip (to include trash can being emptied).
7. Organization/Sponsor will be accountable for damage occurring to transportation during trip.

- **Lodging for overnight trips:**

Lodging for driver(s) will be the responsibility of the sponsor/organization for which transportation is being provided.

Drivers will provide their own meals unless meals are provided for the students by the group requesting transportation. In this case, the group will be expected to provide meals for the driver(s).

Bus Drivers are paid to drive and take care of the bus. If the driver is to assume further responsibilities (in charge of discipline of students); this should be determined and brought to the attention of the Transportation Department at the time of making the request.

Bus Driver Responsibility on Trips:

1. Prior to leaving for the trip, or on the last day before an overnight, weekend, or holiday trip, drivers are to secure from the Transportation Office any and all forms required; (a) trip sheet; (b) directions to the destination. Credit cards for fuel, if required, are to be secured from the Central Office. All items are to be returned as soon as possible after the end of the trip to the Transportation Office.
2. Drivers should arrive a minimum of fifteen (15) minutes before scheduled leaving time and complete a mandatory pre-trip inspection of the vehicle.
3. Drivers are to give all passengers on trips emergency evacuation instructions prior to departure. Driver should give the following oral evacuation instructions.
 - Remain seated and DO NOT PANIC.
 - Be silent and listen to the instructions given by the driver and/or sponsor.
 - There are _____ exits from this vehicle (go to and show the passengers all exits and demonstrate how to use them).
 - Move to a designated exit (front or rear) if requested to evacuate, use seat by seat rotation, occupants closest to door exiting first.
 - Designate helpers that are seated at the emergency exits by name.
 - Help each other.
 - Walk to designated area. Remain with the group. Check yourself for injuries and quietly wait for further instructions.
4. Do not drive any trip without the proper authorization from the Transportation Department. The trip sheet is the authorization for the trip.
5. The driver is to understand that the sponsor is required to have a statement of Permission/Medical treatment waiver form for each student going on the trip and that the sponsor is in charge of these forms. These forms must accompany all students while on the trip. If the sponsor does not have the form/waiver for a student, that student will not be allowed to go on the trip.
6. Carry on items must be limited in size to fit under the seat or in the students lap. There should be no large objects brought on the bus. Objects too large to fit in or between seats should have other arrangements made for them.
 - The Aisle of the bus cannot be blocked at any time.
 - Athletic equipment, band equipment, or Projects can not be place in aisles, in front of doors or in front of emergency window exit.
7. Drivers are to remain available to the sponsor after reaching the destination for any change of plans that might occur, unless other arrangements are made with the sponsor. The driver should respond positively to any reasonable request made by the sponsor.
8. Driver should not leave the group except to park or purchase fuel. Driver should be prepared to take a bus load of students to a drive-in, convenience store, or

restaurant. There shall be no glass brought on the bus.

9. Driver should understand that many students that ride buses on trips may not be regular bus riders and the sponsors may not be familiar with the accepted bus rider rules of behavior. The driver should consult with the sponsor before leaving the loading area as to the expected conduct of the students. If the sponsor that is accompanying the group is incapable of handling the students, it may become necessary for the driver to take charge of the discipline of the students. Before the driver takes over, he/she should discuss the problem with the sponsor and give them the opportunity to regain control. If the sponsor cannot or will not, then the driver is to use whatever means necessary to correct the situation. When such action is required, a full report is to be made to the Transportation Department immediately.
10. The trip form **must** be completed after a trip. Turn in your trip form to the Transportation Department. **Failure to turn in a completed travel form could result in the denial of a future request.** Please double check that the form includes the following:
 - a. Time (driver start and stop, driver waiting time)
 - b. Mileage (starting and ending)
 - c. Bus number
 - d. Signed and dated
 - e. Any damage found on vehicle (before and after the trip)
11. The driver will dress appropriately at all times. Remember that you are a New Waverly ISD employee and conduct yourself accordingly.