



**SWEETWATER COUNTY
SCHOOL DISTRICT #1**

Agenda Item 7-a

Recommendation for the approval of Transportation for Student Activities Policy

Transportation for Student Activities

Sweetwater County School District #1 believes in maintaining the safety and security of all students and staff. It shall be the policy of Sweetwater County School District #1 to use school buses or other district vehicles for the transportation of students participating in extra-curricular or co-curricular activities.

The use of activity buses will be under the following conditions:

1. When using regulation school buses to transport students for school-related activities, only ~~appropriately licensed and certified~~ **trained** bus drivers will be used. The Director of Transportation ~~or his~~ /designee will assign the activity driver.

2. The assigned driver shall not exceed fifteen (15) hours on duty in a twenty-four hour (24) period with a maximum of ten (10) hours behind the wheel. A driver must have eight (8) hours of continuous rest before resuming duty. The driver should stop every two (2) hours or 150 miles for fifteen (15) minute break.

~~3. A driver with appropriate licensing must be used when transporting students over mountain roads in a bus or District vehicle.~~

4. For safety and records purposes, **prior to departure**, the coach or sponsor must have on file in the Transportation Office, an activity trip itinerary **including departure time from the school, the anticipated return time, motel arrangements, meals, scheduled activities and any other information pertaining to travel needed for the trip/activity**, as well as a roster and the home phone numbers of all riders scheduled on the trip/activity. At the time of departure, the driver will be given an accurate roster of all riders, **and an up to date itinerary**.

~~5. Itineraries should include departure time from the school, the anticipated return time, motel arrangements, meals, scheduled activities and any other information pertaining to travel needed for the trip/activity.~~

6. No trip/activity should be scheduled to return later than 1:00 a.m., unless prior arrangements are made with the Director of Transportation.

7. The Director of Transportation ~~or his~~ /designee will make the final decision on requiring an overnight stay if it is likely that the number of allowable “driver hours of service” will be exceeded and a relief driver cannot be provided.

8. ~~Where practical and space is available, teams and groups should arrange to travel~~ **Travel will be arranged together** to minimize the number of driver hours and transportation costs associated with co-curricular and extra-curricular bussing.

Any student activity requiring transportation should be requested through the building principal ~~or his~~ /designee and the Director of Transportation/designee. In order to assure that transportation and drivers are available, requests should be submitted to the Director of Transportation/designee at least two (2) weeks prior to the scheduled event.

The Director of Transportation/designee is responsible for providing adequate transportation and an activity driver. Requests will be approved on a priority order, based on the time of submittal.

Inclement Weather: Decisions involving the transportation of students participating in extra-curricular or co-curricular activities during inclement weather shall be made in the following manner always erring on the side of the safety of our students:

1. In the event of inclement weather, the Director of Transportation/designee will contact the Wyoming Highway (Transportation) Department, Sweetwater County Road and Bridge Department, or Rock Springs Street Department and Superintendent/Director of Human Resources and review the weather forecasts and any available webcams to determine highway conditions before the bus leaves. The Director of Transportation will determine if the activity will proceed before the bus leaves. If the road is passable, the trip will go as planned. If the road is not passable **including, but not limited to, chain law, no unnecessary travel, or closed**, or is reasonably projected to not be passable for the return trip, the trip will be cancelled or re-routed. ~~in case of mountain travel.~~
2. If the **building pPrincipal**, Activity Director, ~~Coach/Sponsor~~, Director of Transportation/designee or bus driver feels strongly that the trip should **go or** not go, he/she can request that the decision be re-evaluated. If the individual is still uncomfortable after hearing the report, gathered by the Director of Transportation, the trip will be cancelled or re-routed. ~~in the case of mountain travel.~~
3. ~~If an individual bus route is cancelled, the Director of Transportation/designee will notify the building principal, driver, and parents/legal guardians of the route closure and plans moving forward. The building principal will notify school staff.~~
4. If **travel for** an activity is cancelled, the Director of Transportation/designee will notify the ~~b~~ Building ~~p~~ **pPrincipal** or a ~~Activity d~~ Director. The ~~b~~ **b**Building ~~p~~ **pPrincipal** or a ~~Activity d~~ Director will notify, in turn, the coach or sponsor who will communicate to students and parents/legal guardians of the cancellation and plans moving forward.
5. If the trip is under way and **roads are closed, no unnecessary travel, or chain law is put in effect; the driver will proceed to the nearest safe location.** ~~inclement weather arises, the activity driver will be responsible to determine if the roads are passable. If the driver decides to proceed and the coach/sponsor strongly disagrees, the trip will then be stopped or re-routed as in the case of mountain travel.~~

6. **In the event that this occurs, the driver will contact the Director of Transportation/Superintendent/Human Resource Director and communicate their concerns. At no time can the driver be forced to drive if he feels it is unsafe to drive. The Highway Patrol will then be notified by the Director of Transportation/Superintendent/Human Resource Director.**

7. In the event a bus becomes stranded, the bus driver **and all passengers will** ~~should~~ remain in the bus **to the limit safety will allow** ~~and keep all students in the bus and~~ await rescue. The driver **nor any passenger** shall ~~not~~ attempt to walk for help. ~~or send students for help.~~

Adopted:

Sweetwater County School District #1