

STUDENT TRANSPORTATION SERVICES

CHAPERON PERFORMANCE RESPONSIBILITIES: EXTRA-CURRICULAR, OFF-CAMPUS TRIPS

751 - Rule  
(formerly EEAC-R-2)

Every school bus trip in conjunction with a school-sponsored activity requires at least one chaperon (coach, advisor, teacher, etc.) depending upon the number of students.

The chaperon is in charge of all aspects of the trip including, but not limited to the following:

- Confer with the bus driver to determine what conditions will be permitted on the bus. These conditions would include such things as the allowable noise level, if eating is permitted, etc.
- Read the bus conduct rules to students at the start of the trip (once at the start of the season to athletic teams that are transported on a regular basis).
- Work with the driver to enforce bus rider rules.
- Determine when the bus shall leave the school, after accounting for all students and staff on a list.
- Handle all discipline problems on the bus, as necessary.
- Confer with the driver to determine if road conditions or mechanical failure will force return to school or an overnight stay (mutual decision).
  1. Using a team list or roster of students on the bus (with copy of list or roster at school), every effort will be made to contact Altoona school officials and parents of those students; students will not be left unattended.
- Exercise responsible leadership when on school trips.

The bus and the driver will remain at the site of the activity until excused by the person in charge. Activity passes will be obtained for the driver and chaperone for all events, if necessary. The chaperon is responsible for each individual in the group throughout the entire trip – on the bus and at the activity.

All students who ride the extra-curricular bus must return on the same bus unless other arrangements have been made, and written permission has been obtained from the parent or guardian. Upon returning to the school, the chaperon is responsible for any remaining students. The chaperon will allow students access to a phone for arrangement of transportation and will remain with the students until all students have been picked up.

APPROVED: 12/17/12