

EASTMONT SCHOOL DISTRICT #206
TRIP GUIDELINES

Date: 11/2008

Staff/Chaperone Responsibilities:

1. It is always good to call a few days ahead of your trip to confirm trip departure times, and the bus driver's name.
2. Enough time should be built into the trip to allow for stops for restroom/snack breaks, so the group is not late for their event. The driver will not drive faster just to make up time because of a late departure. Only resealable plastic containers can be on the bus. No glass or open containers allowed.
3. Unless otherwise arranged, the bus should arrive 15 minutes before departure. If the bus has not arrived within 10 minutes of departure, call the bus garage at 884-4621.
4. If there is cargo, the driver will open and secure the bus storage doors for loading and re-secure the doors for travel.
5. Staff/chaperone/students are responsible for loading and unloading the equipment, or instruments. The driver will confirm that the load is secure.
6. A copy of the student roster of students on board must be given to the driver.
7. If the staff feels uncomfortable with the speed/safety of the bus, they are to communicate that to the driver immediately.
8. Review with students, on a regular basis, conduct expectations and bus rules
9. Assume responsibility, as per WAC does, "for the behavior of his/her students."
Teachers/Coaches/Advisors shall be *Active Supervisors*, However, the bus driver shall have final authority and responsibility (WAC 392-145-010 (4)).
10. The driver will not leave the group without communicating to the trip supervisor why they need to leave, when they are going to be back, and what their cell phone number is. In most cases the driver should not be gone longer than 45 minutes to 1 hour. If the driver must stay at the event the entire time, the trip supervisor must call at least one day in advance of the trip so the driver can plan for their food/beverage at the event.
11. Upon return, the staff/chaperone will facilitate the general cleanup of the bus. He/she will insure that students have picked up refuse and placed it in a trash bag.
12. A separate room for the driver must be provided by the group for overnight stays. If two drivers are on the same trip, they are to have two rooms only if they are of the opposite sex.

Bus Drivers Responsibilities:

1. Pre trip, clean if necessary, and fuel the bus.
2. Unless otherwise arranged, the bus needs to arrive 15 minutes before departure.
3. If there is cargo, the driver is to open the bus storage doors for loading, confirm that the load is secure, and close the doors for travel.
4. The driver is ultimately responsible for the safety of the passengers and bus. He/she must assist the trip staff when needed to safeguard the students/staff and district property from hazard or injury.
5. If the driver notices that the staff/chaperone is not seeing a student problem, he/she is to politely point out the issue to the staff/chaperone.
6. The driver is not to leave the group without communicating to the trip supervisor why they need to leave, when they are going to be back, and what their cell phone number is. In most cases the driver should not be gone longer than 45 minutes to 1 hour. Unless the driver is off duty, the only reasons to be gone are for getting food, or fuel.
7. Any entry fees, tickets, or food costs are the responsibility of the driver and not part of the student group or activity responsibility. Meals provided by the group or restaurant to the driver cannot be claimed for reimbursement. The itinerary for the trip will identify when the group will stop for meals or other activities.
8. Put all trash in the Transportation Facilities dumpster, not in parking lot trash cans.

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Administrators are expected to:

1. Meet all pertinent travel arrangements well in advance of departure.
2. Meet at regular intervals with Athletic Director/Transportation Supervisor and other advisors with concerns and as situations arise to maximize communication and minimize conflict.

Extra-Curricular participants are expected to:

1. Show courtesy toward Teachers/Coaches/Advisor and Drivers.
2. Comply with all laws and District procedures establishing behavior expectations:
 - Heavy, sharp or bulky items are not allowed inside passenger area for safety reasons. Bags and equipment are stored under bus in compartments.
 - Breakable items (glass bottles, etc.) are not allowed in the passenger area for safety reasons.
 - Flammable items (hair spray/butane curling iron, etc.) are not allowed inside the passenger area for safety reasons.
 - Bags/other articles are not allowed in aisle or by emergency doors for safety reasons. All bags/other articles must be secured under seat ahead of you, not loose in seats.
3. Only radios and CD/tape players with headphones (walkmans, etc.) will be allowed inside the passenger areas.
4. No standing or walking while bus is in motion. Metal cleats and spikes are not to be worn or allowed on bus.
5. No changing of clothes on the bus. Changing clothes needs to be done before or after bus trip.
6. Do not sit on seat backs. Feet are to be on the floor facing forward.
8. Excessive noise is to be avoided so the Driver can easily hear traffic.
9. Obey all reasonable requests from Adult Supervisors.
10. Student are required to travel to and from all extra-curricular/field trips events on the school bus/vehicle unless prior arrangements are made in advance with Teacher/Coach/Advisor. Under no circumstances will participants travel to and from events with any other person other than their parent or legal guardian.
(Unless permission forms are signed)
11. Represent your school with pride and dignity. Make all trips a safe and happy eve