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## **POLICIES ON TRANSPORTATION SERVICES**

### ***INTRODUCTION***

The Roswell Independent School District recognizes the educational importance, as well as its responsibility, to comply with state and federal law and State Board of Education (SBE) regulations regarding the transportation of students. The District's school transportation system must address the Board's paramount interest of student safety while also satisfying the goal of affording eligible students access to transport to and from school and school activities through an efficiently-designed, economical school bus operation. Achieving these goals will require the care and cooperation of all those involved in the system. Thus, in order to implement the regulations and standards adopted by the SBE or State Transportation Division for the safe and efficient operation of school transportation services, the Board of Education of the Roswell Independent School District adopts the following policies.

## I.

### **ROLE AND GENERAL RESPONSIBILITY OF PARENTS, STUDENTS, STAFF AND CONTRACTORS**

- A. Responsibility of Parents. To become familiar with the policies and procedures adopted by the local School Board and to abide by those policies and procedures. Parents shall ensure that their child/children arrive at the designated bus stop in a timely manner and that the child/children behave appropriately while waiting, loading, unloading or riding the bus using the school transportation system.
- B. Responsibility of Students. Students are subject to the jurisdiction of school authorities while using the school transportation system, and shall, at all times, exhibit appropriate behavior in accordance with codes of conduct and the disciplinary policies, procedures or regulations adopted by the School Board. Students who fail to comply will be subject to discipline as set forth in School Board policies, procedures and regulations. Students shall follow the directions of the school bus driver at all times, conduct themselves in an orderly manner while loading and unloading the bus, and abide by the reasonable rules established by the bus driver and approved by the Superintendent.
- C. Responsibility of Teacher/Teacher Aides/or Designee. School administrators, Teachers and/or Teacher Aides, or designated staff assigned to supervise transportation of students shall comply with transportation policies established by the School Board. The Principal, designee and teacher or teacher's aide assigned to bus duty shall be on site at the bus unloading area prior to the arrival of students. If a student has special needs which require special procedures or care, the I.E.P. team shall determine if there is a need for special assistance and specify the special procedures to be followed during loading/unloading of buses.

The Principal/Designee and Teacher/Teacher Aides shall ensure that students are ready to board the bus at dismissal time. Bus

drivers are not required to wait for students more than five minutes beyond scheduled departure time unless an I.E.P. team has determined that a student's need for special assistance requires more time. Should a student miss the bus, the principal/designee or teacher/teacher aide is responsible for determining that other arrangements have been made to transport the student home.

Teachers/Teacher Aides are not to ride buses unless as an activity sponsor.

- D. Responsibility of the Superintendent. The Superintendent shall ensure that the transportation policies adopted by the School Board and federal and state laws are implemented and enforced by School District employees and administrators. In his/her absence, the Superintendent may delegate the responsibility for supervision and management of the School Transportation Program to another administrator or staff member. The Superintendent shall also oversee or designate other staff to oversee the transportation system and ensure that:
1. Transportation training requirements are met and that administrators, teachers, transportation personnel, students, parents and affected agencies receive necessary information about school transportation;
  2. School bus routes comply with the requirements of safety, efficiency and economy;
  3. Provisions are made for the proper supervision of loading and unloading of students;
  4. A process is in place for reporting accidents promptly;
  5. Transportation problems are properly and promptly addressed;

6. The student transportation system is evaluated regularly to assure compliance with state and federal laws, State Board regulations and School Board policies and ensure safety, efficiency and economy, as well as to assess current and future transportation needs; and
7. There is proper development and management of the transportation budget in compliance with state and federal laws, State Board regulations and School Board policies and procedures.

E. Responsibility of the School District Administrator. The Superintendent, while serving as the School District Administrator, or his designee administrator serving in that capacity shall:

1. Be responsible for complying with School Board policies, assuring the management and overseeing the implementation of the school transportation system;
2. Develop manuals and distribute information to ensure that school bus contractors, drivers/assistants, appropriate school employees, parents and students are properly informed regarding the requirements of the laws, regulations and School Board policies governing the School Transportation Program;
3. Plan, direct and implement a safety education program for local transportation employees and monitor the compliance of school bus contractors with the terms of their contracts in meeting the safety education requirements for drivers/assistants which they employ;
4. Comply with reporting requirements mandated by the State Department of Education, Superintendent and the School Board;

5. Conduct ongoing evaluations of the adequacy and quality of the school transportation program and performance evaluations of local transportation employees and report the results of such evaluations to the Superintendent;
6. Comply with the procedures established by the State Department of Education for the purchase of equipment;
7. Develop and implement a plan for the maintenance of school owned buses and monitor the school bus maintenance records of school bus contractors to ensure compliance with applicable laws, regulations and School Board policies;
8. Route and schedule buses for a safe, efficient and economical transportation system;
9. Recruit and recommend employment of qualified transportation staff and assure that they are trained and supervised, and supervise and monitor performance of school bus contractors to assure compliance with contract terms, state and federal laws and regulations and School Board policy;
10. Develop and recommend adoption of standards for student responsibilities and behavior and disseminate information on such standards to users of the system;
11. Develop and supervise the implementation of a current evaluation plan for the student transportation system to assure quality performance.

F. Responsibility of the Transportation Contractor. All school bus contractors, whether performing under an individual owner operator equipment contract or a fleet service contract, shall comply with the requirements set forth in SBE Regulation 6

NMAC 9.5.3 entitled STANDARD FOR PROVIDING TRANSPORTATION SERVICES FOR ELIGIBLE STUDENTS, and all other applicable federal and state laws and regulations, as well as School Board polices and procedures. The school bus contractor shall ensure:

1. The safety of equipment operated under the contract, consistent with 6 NMAC 9.2, entitled NEW MEXICO SCHOOL BUS STANDARDS.
2. Comply or assure compliance with the duties and responsibilities of school bus drivers, substitutes and assistants as set forth in SBE Reg. 6 NMAC 9.5.3 section 11.
3. Comply or assure compliance with School Board policy on activity trips, if this service is furnished by the contractor.
4. Comply or assure compliance with requirements related to accidents as set forth in SBE's Uniform School Bus Accident/Adjudication Report, and School Board policy.
5. Comply or assure compliance with bus inspection requirements established by SBE Reg. No. 93-19 and the SDE Guide for School Bus Maintenance and Safety Audit Program.
6. Comply with reporting requirements established by the SDE or School Board policy.
7. Qualified drivers are hired, trained and licensed in accordance with the laws of this State and the rules and regulations of the Roswell Independent School District Board.

## II.

### PROCEDURE FOR RESPONDING TO COMPLAINTS REGARDING SCHOOL TRANSPORTATION

It is the intent of the Board of Education of the Roswell Independent School District that complaints from students or parents regarding school transportation be resolved at the earliest possible stage. In order to achieve this objective, the complainant shall observe the following chain of command in presenting concerns or complaints regarding transportation services: Student – Parent – Bus Driver – School Bus Contractor – Principal – Transportation Supervisor – Superintendent – School Board.

The School Transportation Supervisor shall develop and distribute a handbook containing school bus transportation policies and procedures which shall be provided to parents and students at the beginning of the school year. The handbook shall include a complaint form and procedure for resolving complaints in an expeditious manner. Complaints about school transportation service from parents, students, school bus contractors or others shall be presented in writing to the School Transportation Supervisor within five (5) business days of the event which is the subject of the complaint. The complaint should identify at a minimum the date, time and place of the event, individuals present who have knowledge of the facts, nature of the complaint, the board policy affected and the remedy requested.

The School Transportation Supervisor shall investigate the complaint and provide a written response within five (5) business days. If not satisfied with the response, the complainant may appeal the complaint to the School Superintendent whose decision shall be final.

The School Transportation Supervisor shall assist in the development of a curriculum for training of school bus drivers and assistants in responding to parent concerns or complaints approved by the School Board.

### III.

#### STUDENT DISCIPLINE POLICY FOR SCHOOL TRANSPORTATION

Student transportation is a privilege extended to students who qualify for transportation service under state law. Students who do not obey state and local regulations governing student transportation may have their transportation privileges revoked by the School District.

All officials, employees and authorized agents of the public schools whose responsibilities include supervision of students shall have comprehensive authority within legal and constitutional bounds to maintain order and discipline during school activities, including school transportation, and at any time the responsibility of supervision exists. This authority applies whenever students are lawfully subject to the schools' control, regardless of the place. During such periods, public school authorities shall have the right to supervise, direct, and control the conduct of students, and students shall have the duty to submit to the schools' authority.

A student may appropriately be disciplined by administrative authorities for violating rules of student conduct established by the local School Board or by an administrative authority to whom the Board has delegated rule-making authority. This includes, but is not limited to, the commission of any act which endangers the health or safety of students, school personnel, school bus contractors, or others, or for conduct which reasonably appears to threaten such danger if not restrained. Serious or repeat infractions shall be reported by the bus driver to the principal who will determine the appropriate punishment.

Consequences for improper behavior for elementary students may range from a warning to a permanent ban from riding the bus.

**Consequences for improper behavior for middle and high schools students will be as follows:**

- a. First referral – one week suspension**
- b. Second referral – two weeks suspension**
- c. Third referral – suspension until the end of the semester**

The school principal may impose disciplinary consequences, including suspension or revocation of bus privileges, in accordance with the procedure for suspension or revocation of school privileges specified by the student handbook or code of conduct in effect for the school which the student attends.

Parents/Guardians shall require their children to exhibit proper behavior while on the bus. Parents/guardians may be held responsible for property damage to the bus or for injuries to bus drivers or others, in accordance with state law.

A. Discipline of Special Education Students Receiving Transportation as a Related Service.

In order to provide appropriate transportation services to eligible students with disabilities, personnel involved in transportation shall become familiar with federal and state laws. The Individuals with Disabilities Education Act (IDEA), 20 U.S.C. § 1401 *et seq.* and its implementing regulations 34 C.F.R. Part 300, assures students with disabilities the right to a free appropriate public education, including transportation as a related service. It is imperative that transportation personnel understand compliance mandates with regard to discipline of students with disabilities.

Disciplinary procedures or behavior plans for students with disabilities specified in the student's Individualized Education Plan (I.E.P.) shall address the behavioral needs of the student while on the bus, including the student's capacity to understand and follow transportation rules. If the student's disabilities or behavioral needs require alternative intervention strategies, support services, or other disciplinary methods while the student is riding the bus, the individual discipline or behavior plan incorporated in the student's I.E.P. shall address such needs as to transportation services.

Violations of student's codes of conduct relating to school transportation by a student with a disability, which may result in long-term suspension or revocation of transportation services, shall be referred to the I.E.P. Committee. The I.E.P.

Committee shall determine if the student's behavior was a manifestation of the student's disability. Appropriate school transportation personnel shall be invited to attend such I.E.P. meeting. The School District shall follow the procedures specified by State Board of Education Regulation on Rights and Responsibilities of Public Schools and Public School Students, 6 NMAC 1.4, Section 11, entitled "Procedures for Long-Term Suspension or Expulsion of Students with Disabilities", if long-term suspension or revocation of transportation as a related service is under consideration.

- B. Emergency Removal of Students. Nothing contained herein shall prevent the emergency removal of any student, including a student with a disability from a school bus if the student endangers or reasonably appears likely to endanger the health, welfare, or safety of himself or herself, any other student, teacher, or school personnel, or others using transportation services.
- a. When emergency removal of the student from a school bus is necessary, the student's parents shall be notified immediately of the action. A written behavioral report shall be filed with the school principal and a copy provided the parent.
  - b. If an I.E.P. committee reconvenes after an emergency removal to determine if a student's conduct results from his or her disability, it shall follow the appropriate disciplinary procedures specified herein and may recommend appropriate modifications or alternative transportation services.

#### IV.

#### TRAVEL TIME POLICY REGARDING THE TRANSPORTATION OF STUDENTS WITH DISABILITIES

The travel time to and from school for students with disabilities shall consider distance from the student's home to school site, travel time for non-disabled neighborhood peers, and time associated with other services specified in the I.E.P. A disabled student's time in transport to and from school should not be uniformly longer than that of non-disabled peers and should not result in a loss of the student's instructional time.

Variances from this comparable travel time policy shall be determined on a case-by-case basis by the student's I.E.P. Committee and shall be clearly stated in the I.E.P.

## IX.

### POLICY REGARDING SCHOOL DISTRICT COMPLIANCE WITH SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 793, prohibits discrimination on the basis of disabilities. The Act provides that no qualified person with a disability shall, on the basis of disability, be denied the benefits of, or otherwise be subjected to, discrimination under any program or activity which receives or benefits from federal financial assistance. Pursuant to Section 504, the Roswell Independent School District shall provide non-academic and extra-curricular activities in such a manner as is necessary to afford qualified disabled students an equal opportunity to participate.

Students with disabilities who require transportation as a related service to or from school or school activities, such as field trips, shall be transported with non-disabled students unless restricted by health or safety considerations. Modifications to standard transportation services shall be specified through the I.E.P. or multidisciplinary team process and shall be recorded in the student's I.E.P. or Section 504 service plan.

Participants in the decision-making process for transportation as a related service, notice, developing appropriate plans and documentation, training and identification and implementation of services shall conform to the District's approved Section 504 plan.

The procedural safeguards under the Section 504 plan approved by the School Board shall be available to parents in the event of disagreement over procedures, evaluation and delivery of services, least restrictive environment, and confidentiality of information, and shall apply when considering transportation as a related service to students with disabilities.

V.

**POLICY REGARDING THE TRANSPORTATION OF SPECIAL  
PERSONNEL**

The I.E.P. Committee should address the need for school bus aides, assistants, nurses, special education aides, and similar personnel in its consideration of the needs of individual disabled students, as well as the needs of other staff and students riding the bus.

## VI.

### POLICY REGARDING TRANSPORTATION OF ANIMALS WHICH ACCOMPANY A STUDENT WITH DISABILITIES

Services provided to a student with disabilities by an animal to be transported on the school bus shall be documented in the I.E.P. A training component shall be developed by the School Transportation Supervisor for other riders, bus personnel and parents, to address such areas as health care, animal treatment and responses to emergency situations.

Records of current certification, training and immunization of the animal must be provided by the parent/guardian to the School Transportation Supervisor and maintained in the student's special education file.

If it has been determined that a student with disabilities requires the assistance of an animal on the bus, the student and animal shall occupy the first seat. Animals must be restrained at all times for the safety of the student and other occupants of the bus.

## **VII.**

### **POLICY REGARDING TRANSPORTATION OF MEDICATION**

The driver or a bus aide may **not** accept prescribed medication from a parent/caretaker for transport to school. It is the parent/caretaker responsibility to take the prescribed medication to the school site staff.

## VIII.

### POLICY REGARDING MAINTENANCE OF ROSTER/SEATING CHART

Rosters/Seating charts shall be maintained by the bus driver and updated quarterly. A record shall also be kept of the names and address of students who are eligible for transportation who intend to utilize the service as well as the names of the students who actually receive to and from transportation or are transported directly to and from school on a per capita feeder route.

## X.

### POLICY GOVERNING TERMINATION OF A CONTRACT WITH A SCHOOL BUS CONTRACTOR

School bus services contracts with individual owner/equipment operators or fleet service operators shall be negotiated by the School Transportation Supervisor and recommended by the Superintendent for School Board approval. Roswell Independent School District Board may approve contract period up to five years. Any contract changes during the contract period shall require that the contract be renegotiated/amended, and approved by the Board. Any changes requiring approval of the SDE or State Transportation Division shall not be effective until so approved.

1. At the end of the contract period, the contract may be renewed annually on the same terms and conditions at the option of the local board.
2. Contractor shall comply with the terms and conditions set forth on the contract form approved by the State Board of Education. The contractor shall be subject to all federal and state laws and regulations which govern school transportation.
3. The School Board may terminate a school bus service contract in accordance with the provisions of state law (NMSA 1978, § 22-16-3E) and the school bus contract. Except as provided in NMSA 1978, § 22-16-3E, nothing in the school bus contract nor School Board policy shall be construed as creating an entitlement of a school bus contractor to renewal of contract at the expiration of any existing contract or an implied promise of continued contract services. For school transportation employees with three or more years of consecutive service in the School District for whom termination of employment must be upon just cause as specified in § 22-10-14, such termination shall not impair the School Board's authority to decline to renew an equipment service contract without just cause at the Board's option.

The School Board may consider a variety of factors in determining whether to renew or decline to renew a school bus service contract, at its expiration, including, but not limited to:

- a. the retirement, resignation, or death of a current contractor;
  - b. requests for approval to sell, assign or otherwise transfer a contractor's interest in the contract;
  - c. the School Board's determination to change from a school-owned operation to a contract operation;
  - d. the School Board's assessment of its need for contract services, in the interest of efficiency and economy, decreases in revenue or budgetary constraints or considerations, student enrollment and use of transportation services, statutory or regulatory changes, changes in educational programs, or applicable judicial orders or directives of the SBE.
  - e. Unsatisfactory services by a contractor.
4. In the event of non-renewal, the School Board shall provide thirty (30) days' written notice, but shall not be required to furnish reasons, establish cause or conduct a hearing on such action.
  5. Termination of school bus service contracts by a contractor or the School Board before the expiration of a contract shall be in accordance with the procedures specified in the state-approved contract form.

## XI.

### **POLICY ON TRANSPORTATION OF STUDENTS FOR PLANNED SCHOOL ACTIVITY TRIPS USING SCHOOL-OWNED OR PRIVATELY OWNED VEHICLES**

A. The Board of Education recognizes that there may be instances in which a regular school bus or activity bus is unavailable or its use is not practical or cost-effective to provide transportation for student activity trips. The Board of Education recognizes that State Board of Education Regulation 6 NMAC 9.5.3 permits the use of two school-owned or two privately owned vehicles with a rated capacity of 9 or fewer occupants per vehicle to transport students on planned school-sponsored activity trips. These vehicles are not required to meet the federal and state standards for school buses. Districts shall use an activity school bus any time that the planned school sponsored activity involves more than 18 passengers and/or requires more than two school-owned or privately owned vehicles to transport students during the same time frame to the same destination.

1. The Superintendent shall be responsible for designating a school employee to administer activity trip transportation and the use of school-owned vehicles or privately owned vehicles, whenever reimbursement for per diem or mileage for such trips is anticipated. The following minimum conditions shall apply to use of such vehicles:
  - a. A school employee shall be designated the responsible driver for all such trips.
  - b. School-owned vehicles should be used and preferred over the use of privately owned vehicles. Acceptable vehicles include six to nine passenger models. Unacceptable vehicles are vans and/or mini-vans.
  - c. School-owned and privately owned vehicles used for planned school sponsored activity trips shall be alcohol, drug and tobacco free areas.

- d. School-owned and privately owned vehicle drivers shall meet the requirements of criminal background checks, drivers licensing checks through motor vehicle records, substance and alcohol testing in accordance with 49 CFR Part 382, physical examinations every two years, pre/post trip inspections of the vehicle and a minimum of twelve (12) hour pre-service training program.
  - e. The responsible employee shall assure that the driver of any school-owned or privately owned vehicle used on such a trip has in his or her possession during the trip a valid and current drivers license, and proof of minimum liability insurance for the vehicle. The Superintendent or his designated representative shall approve all drivers.
  - f. The number of occupants of any school-owned or privately owned vehicle shall not exceed nine, including the driver. The number of occupants shall also not exceed the number of available seat belts. Only activity participants shall travel in such vehicles. The district shall authorize no more than two activity vehicles to transport participants to the same destination.
  - g. All vehicles must have seat belts available and occupants are required to wear them while the vehicle is in motion.
  - h. A cargo net or other adequate tie-down securement shall be used or items shall be carried in an external cargo carrier. Under no conditions shall the weight of the passengers and luggage exceed the manufacture's Gross Vehicle Weight Rating (GVWR) as specified on the vehicle license and registration form.
2. The responsible employee shall assure that an activity trip ticket is prepared and approved for any vehicle used to transport students on such activity trips outside the Roswell Independent School District's boundaries. The trip ticket shall specify the

route to be taken and the designated stops permitted. The Superintendent's representative shall prepare a form for safety inspection of all vehicles used on school activity trips to be completed by each vehicle driver prior to the trip.

3. The responsible employee for the activity trip shall assure that activity trip drivers and activity trip sponsors perform their responsibilities as set forth in Section 4.4 and 4.5 of the State Board of Education Regulation 6 NMAC 9.5.3, respectively.
4. A school owned or privately owned vehicle, which appears to be in unsafe condition, shall **NOT** be used on any school-sponsored activity trip to transport participating students. The use of school owned or privately owned vehicles shall be limited to 250 miles one way to any planned school sponsored activity trip, or as approved by the superintendent or designee. A school owned or private vehicle shall **NOT** be used where hazardous road conditions exist.

**B. Relaxation for Students and Drivers During Trips; Off Duty Time for Driver**

A driver operating a motor vehicle for the purpose of transporting students to or from a planned school sponsored activity shall not have more than 10 hours of total driving time, or more than 8 hours of continuous driving time. A driver shall not be permitted to be on duty a total of more than 15 hours in a 24-hour period.

When a driver is off duty, he/she is relieved of all responsibility for the care and custody of the vehicle, its accessories, or any cargo or passengers.

The duration of the driver's relief from duties shall be specified adequate period of time to allow the driver to rest and to pursue activities of his or her choosing off the premises where the vehicle is situated.

On trips of 2 hours or more, the driver should allow for rest stops to allow the driver and passengers to leave the activity vehicle for at

least 10 minutes. On trips of five hours or more, the driver and sponsor shall assure a rest stop for student meals of at least forty-five minutes.

**C. Replacement Cycle**

The replacement cycle for school-owned vehicles shall not exceed a period of five years from the manufacture date, or 150,000 miles, or as determined by the Superintendent.

## **XII.**

### **POLICY ON INSURANCE COVERAGE FOR VEHICLES AND PASSENGERS**

The school bus contractor and school bus driver are responsible for the safe transportation of students. The Superintendent or designee shall verify that all vehicles and equipment owned by the School District and used in school transportation are reported to the New Mexico Public School Insurance authority and included in the School District's certificate of coverage. All school bus drivers shall be approved annually by the School Board. The Transportation Supervisor shall determine that all transportation staff are adequately insured, as provided for in state statute and State Department of Education regulations. School bus fleet contractors shall provide proof of insurance annually at least fifteen (15) days prior to the initiation date of services.

### **XIII.**

#### **POLICY TO BE FOLLOWED IN AN EMERGENCY**

The School Transportation Supervisor shall develop and train staff and contractors a plan of action in case of emergencies. This plan should include procedures for vehicle break-downs, accidents, or passenger difficulties, and incorporating procedures for evacuating the bus, using the emergency door and other exists. Every school bus driver shall receive training in emergency response procedures. Evacuation drills should be held at least twice each school year to ensure that students are familiar with emergency procedures. Evacuation procedures and checklists shall be developed by the Transportation Supervisor and provided to drivers and contractors to assure that safety steps are observed. Video instruction may be used to avoid the risk of injury to students inherent in an actual evacuation drill. The Transportation Supervisor shall maintain documentation on evacuation drills. State Board of Education regulations should be used in the preparation of video or other training methods. The School District shall develop a plan addressing Do Not resuscitate orders received from a parent which could be initiated on a school bus.

## **XIV.**

### **POLICY ON INCLEMENT WEATHER**

The Superintendent will determine, based on weather condition, road conditions and potential risks to students during transport to school, whether the district will operate on an abbreviated schedule or a school day will be canceled due to weather.

## XV.

### PER CAPITA FEEDER POLICY

- A. The local board may provide per capita or per mile reimbursement to a parent or guardian in cases where regular school bus transportation is impractical because of distance, road conditions or sparseness of population.
- B. When per capita feeder services are utilized, the local board must approve an agreement with the parent or guardian which defines the terms of the agreement for service, the contract amount, and the responsibilities of the parent;
- C. The parent or guardian must provide proof of insurance and shall maintain the insurance for the term of the agreement;
- D. The local board shall establish the mileage reimbursement rate;
- E. The local board is responsible for developing a system of accountability to ensure that services are rendered according to the terms of the agreement. The local board shall ensure that payment is not made until services have been rendered.

## **F. XVI.**

### NON-ELIGIBLE STUDENTS WHO LIVE OUTSIDE THE DISTRICT BOUNDARIES

On a case-by-case basis, non-eligible students who live outside the District's boundaries may board the bus at the last legal stop on an approved route if space is available. The availability of space shall be determined by the District in its sole discretion and transportation services to non-eligible students residing outside the District's boundaries may be discontinued at any time at the sole discretion of the District. Parents of non-eligible students residing outside the District but enrolled in the District shall deliver a request for student transportation services in writing to the Superintendent or his designee. The decision of the Superintendent or his designee shall be final. Additional services or equipment shall not be added to accommodate non-eligible students. Non-eligible students will not generate funding through the transportation formula.

## **XVII.**

### **D.O.T. DRUG AND ALCOHOL COMPLIANCE POLICY**

The Omnibus Transportation Employee Testing Act of 1991 requires alcohol and drug testing of safety-sensitive employees in the aviation, motor carrier, railroad, and mass transit industries. The Department of Transportation published rules mandating anti-drug and alcohol misuse prevention programs in February, 1994. Effective January 1, 1996, employers who employ fewer than 50 individuals for safety sensitive positions must implement the federal drug and alcohol testing requirements. School bus drivers fall within the federal definition of safety sensitive employees. 10% of employees must undergo random alcohol testing, 50% of employees must undergo random drug testing.

All substance abuse/alcohol testing will be done in compliance with Federal Register 49 CFR Part 40, 49 CFR Part 382 and 49 CFR Part 391. All employees who possess a Commercial Drivers License and are required by their job description to perform in a safety sensitive position are prohibited from being under the influence of controlled substances and/or alcohol while performing their job, and shall be subject to the drug and alcohol testing programs outlined in the Transportation Procedures Manual.

**XVIII**  
**SCHOOL SPONSORED STUDENT FIELD TRIP POLICY GUIDELINES**

**A. TYPES OF -SCHOOL-SPONSORED STUDENT FIELD TRIPS**

The Board of Education establishes four types of school-sponsored **student** field trips, as follows:

1. One-day trip taken on school days.
2. One-day trip taken on non-school days.
3. Overnight (one or more nights) trip taken on any days.
4. Trip to another State or foreign nation

Athletic trips and activity trips are defined as transportation to a district sponsored athletic event and require advance approval of the Director of Activities.

School-sponsored student field trips are defined as transportation to a district sponsored non-athletic event and require advance approval of the Superintendent or designee.

The Administration shall prepare Administrative Procedures dealing with the conduct of the four types of District-sponsored field trips, covering especially the points of risk management.

**B. GUIDELINES**

The Board of Education may allocate funds for District-related educational, cultural trips and athletic or school band excursions. Individual schools shall be provided with budgetary allocations so that effective planning can be made for such activities. Activity funds may be used to pay for incidental costs such as transportation, meals, etc.

On all **school**-sponsored trips involving students, provisions shall be made for proper supervision by District employees. Parents are encouraged to participate in such supervision.

**C. CONDUCT OF SCHOOL -SPONSORED STUDENT FIELD TRIPS**

1. One-Day Field Trip Taken on School Days

Superintendent/designee approval should be obtained on the Voluntary Field Trip Request Form at least a week in advance of the

trip; if student transportation or a private vehicle is to be used, the Request for Pupil Transportation form must also be completed.

The standard Voluntary Field Trip Notice and Medical Authorization-Minor form shall be obtained in advance for all minor students going on one-day District-sponsored field trips. Any volunteer adults who accompany staff and students on the trip must file in advance a Voluntary field Trip Notice and Medical Authorization-Adult form.

2. One-Day Field Trip Taken on a Non-School Day

Superintendent/designee approval should be obtained on the Voluntary Field Trip Request Form at least a week in advance of the trip; if student transportation or a District vehicle is to be used, the Request for Pupil Transportation form must also be completed.

The standard Voluntary Field Trip Notice and Medical Authorization-Minor form shall be obtained in advance for all minor students going on one-day District-sponsored field trips which occur on a non-school day. Any adult students or adult volunteers who accompany staff and students on the trip must file in advance a Voluntary Field Trip Notice and Medical Authorization-Adult form.

3. Overnight Field Trip Taken on Any Days

This type of field trip requires advance approval of the Superintendent/designee, and the Voluntary Field Trip Request Form must be submitted at least one week prior to the trip. If student transportation or a private vehicle is to be used the Request for Pupil Transportation form must also be completed and should be submitted with the Voluntary Field Trip Request Form.

The standard Voluntary Field Trip Notice and Medical Authorization-Minor form shall be obtained in advance for all minor students going on such field trips, and the form shall specifically show that this is a multi-day trip involving one or more overnights.

Any adult students or adult volunteers who accompany staff and students on the trip must file in advance a Voluntary Field Trip Notice and Medical Authorization-Adult form.

4. Field Trips to Another State or Foreign Nation

This type of field trip requires approval of the RISD Board of Education, and the Voluntary Field Trip Request Form with its supplement must be submitted at least two (2) weeks prior to the trip. If student transportation or a private vehicle is to be used Request for Pupil Transportation form must also be completed and should be submitted with the Voluntary Field Trip Request Form

The Voluntary Field Trip Notice and Medical Authorization-Minor form shall be obtained in advance for all minor students going on such field trips, and the form shall have a supplement which gives full information about the trip such as purpose, itinerary, the number of students, staff and volunteer adults involved, the means of transportation, and cost. Information must be given about family accident/medical insurance coverage; absence of this coverage may be handled through special trip coverage. The Voluntary Field Trip Notice and Medical Authorization-Minor must be signed by the student's parents or legal guardian.

Any adult students or adult volunteers must file in advance a Voluntary Field Trip Notice and Medical Authorization-Adult form.

For trips to a foreign nation, personal baggage insurance and cargo insurance for District equipment such as band instruments and uniforms should be obtained.

#### **D. PROCEDURAL STEPS FOR REQUESTING SCHOOL SPONSORED STUDENT FIELD TRIP**

1. The school Sponsor reviews Check-Off List for Field Trip, completes and submits the Voluntary Field Trip Request Form with the Request for Pupil Transportation form for school bus transportation to School Principal.
2. The School Principal will prepare a purchase order if a school bus or school owned vehicles will be used for the school trip.
3. Upon preliminary Approval of School Principal, the Voluntary Field Trip Request Form and Request for Pupil Transportation form, with purchase order number, is submitted to the Superintendent for Final Approval. (At least one week in advance of trip.)

4. Upon Final Approval, the Superintendent will notify the school principal and forward the Voluntary Field Trip Request Form and the Request for Pupil Transportation form to the Transportation Office.
5. The School Principal will notify the Sponsor of Final Approval.
6. The School Principal and Sponsor will coordinate scheduling with the bus contractors;
  - i. Or with the Activities Office if school-owned or privately owned vehicles are used. (Complete either School-Owned Vehicle Request and Trip Authorization form and Vehicle Checklist. OR Employee/Volunteer Private Vehicle Use Form.)
7. The Sponsor distributes and collects Voluntary Field Trip Notice and Medical Authorization-Minor forms with parent or legal guardian signatures.
8. The Sponsor distributes and collects Voluntary Field Trip Notice and Medical Authorization-Adult forms.
9. The bus contractor will provide the bus driver with the Student Activity Trip Ticket .