

## **AUXILIARY SERVICES - Series 700**

### **702 Transportation**

#### **702.4 Activities Bus Service and Use of Non-School Owned Vehicles**

School buses may be used to transport students and assigned teachers to and from co-curricular and curricular activities, when such activities are part of the regular school program and sponsored by the school.

School transportation vehicles shall not be used for activity trips outside the State of Iowa except when the trip meets the following criteria:

1. The operation or trip must be directly connected with and contribute to the educational development of school children.
2. The operation must be sponsored by the school and supervised by the school authorities.
3. The trip must be considered an official school function; and
4. The vehicle must be transporting school children and teachers.
5. The School District is required to have in the vehicle a statement showing that the out-of-state trip has been approved by the Board of Directors and the date of approval.

When adverse weather conditions are present at the time a bus is scheduled to leave on a school activity trip, the bus driver and the supervisor of the activity shall confer with the school administration as to whether or not it is prudent to embark on the trip. Should adverse weather conditions become prevalent after a bus has left on an activity trip, bus drivers shall be given the authority, after consultation with the teacher in charge of the activity, as to whether or not it is prudent to continue toward the destination or to take some other action. Although a bus driver will be given authority to make the final decision, it shall always be done after consultation with the certified staff member supervising the trip.

#### Extra-Curricular Activities

The district assumes no responsibility for use of non-school owned vehicles. Neither the district nor the district's insurance carrier assumes liability for the non school owned vehicle or any injuries, accidents or occurrences while in transit to and from the activity or during the activity's planning, implementation and completion.

#### Co-Curricular and Curricular Activities

School-owned vehicles will be used to transport students who participate in co curricular and curricular activities, unless the administration considers it best to use a non-school owned vehicle.

If a non-school owned vehicle is used to transport students to co-curricular and curricular activities, it must be driven by a school employee or parent and approved in advance by an administrator.

Rare exceptions to this policy in order to allow a student to drive, may be made by the building principal if he/she is contacted at least three days before the activity. When considering exceptions, the principal will consider alternatives, the proximity of the event, the reason for the request, the age of the driver and the demonstrated responsibility of the student.

When a non-school owned vehicle is used, the owner must sign that permission has been granted and verify that liability and medical payment insurance is carried on the vehicle. The driver must verify that he/she has a valid license. If a student is driving, written permission must be granted by the parent/guardian. If a student is riding in the vehicle as a passenger, the passenger's parent must sign a liability release form.

Neither the district nor the district's insurance carrier assumes responsibility for the non-school vehicle or any injuries, accidents or occurrences while in transit to and from and at such activity.

#### Parental Requests

All students will travel to and from out-of-town activities by school-designated transportation. With special permission of the sponsor, it is possible for a student to go to or return from a game with his/her parents or legal guardian. If this occurs, the parent must personally deliver the student to or pick up the student from the sponsor. This only applies to parents or legal guardians.

Exceptions to this policy may be made by the building principal if he/she is contacted at least three days before the activity. When considering exceptions, the principal will consider alternatives, reasons for the request, age of the driver, demonstrated responsibility of the student and whether the distance would create a hardship for the parents/guardian to drive.

The owner of the non-school owned vehicle must sign a permission form and verify that liability and medical payment insurance is carried on the vehicle. The driver must verify that he/she has a valid license. The parent/guardian must provide written permission for the student to drive. If a student is riding in the vehicle as a passenger, the passenger's parents must sign liability release forms.

#### Leaving Campus During the School Day

Neither the district nor the district's insurance carrier assumes responsibility for non-school owned vehicles or any injuries, accidents or occurrences when students leave campus for PART, lunch period or any other activity not considered to be a field trip, co-curricular or curricular activity.



Adoption Date: January 12, 1987

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Legal References: Iowa Code Section 285.22 (6); Iowa Administrative Code 22.10(11);  
22.10(5)

Cross References: 503.5 Student Activity Program  
603.2 Field Trips  
602.13 Co-Curricular Activities