

Banks School District 13

Code: **EEAD-AR**
Adopted: 9/9/96
Readopted: 7/10/00
Orig. Code(s): EEAD-AR

Special Use of School Buses

Spectator Trips

1. Preliminary requests for trips should be made five days in advance whenever possible. Final notice shall be given no later than noon of the day of the event. Rally squad and its advisor will be responsible for scheduling of trips. All spectator trips shall be paid through the student body at their activity trip rate.
2. All students who ride a bus to an event will ride the school bus home unless written parental arrangements to ride with another adult are made prior to departure with the driver in charge. Parents may pick up their student at an event if the driver is notified by the parent.
3. The bus driver is responsible for students only while they are on the bus. While at the activity, the students will be responsible to the district representative.
4. No elementary or junior high student will be allowed on the spectator bus unless the student is with an adult parent or chaperon.
5. Students will be allowed to ride on a "first come, first served" sign-up list. Empty seating will be filled with nonsigned up people at time of departure. District adults may ride if space is available.

Field Trips

1. Each principal must designate a staff member responsible for accompanying traveling groups. He/She or his/her appointee shall ultimately be responsible for all matters affected by that group, any school team or the school.
2. All field trips shall have an address included in the transportation request. Parking for the bus should be prearranged prior to departure. All trips should be planned to return to their school 15 minutes prior to dismissal of school unless students have other transportation home from school. The teacher in charge of the trip should be familiar with the facilities available on the trip.
3. Requests for field trips are to be made at least seven days in advance.

Team Buses

1. Scheduling of team events should be made at least three days in advance whenever possible. Requests should include the time of loading and the time of departure. A traveling squad list should be available including the number of students and coaches aboard each trip.

2. Athletes shall not wear shoes having cleats or spikes while on the buses.
3. Coaches shall ride in such a place that they can control the conduct of the squad.