

## 3200: SCHOOL BUS TRANSPORTATION FOR EXTRA-CURRICULAR ACTIVITIES (AP)

Approved: 87 04 07

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### **POLICY**

**The Board of Education supports the use of school buses for extracurricular use and encourages principals to check with the District's transportation department first before booking commercial firms. The most competitive price should continue to determine which mode of transportation is selected.**

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### **ADMINISTRATIVE PROCEDURES**

#### **1.0 DEFINITION OF EXTRA-CURRICULAR ACTIVITIES**

Extra-curricular activities are generally, but not exclusively, those activities which are organized by the staff of a school for students where –

- 1.1 the activity normally takes place outside of regular school hours, and
- 1.2 no credit is earned as a result of participation in the activity for any curricular course, and
- 1.3 where attendance is not mandatory in order to conform to school rules.

#### **2.0 AVAILABILITY OF SCHOOL BUSES**

- 2.1 The Transportation department may schedule out-of- town trips provided that a spare bus is available for emergency use.

#### **3.0 FEE SCHEDULE**

- 3.1 Trip estimates may be obtained through the Transportation Department upon request.
- 3.2 Drivers' time will be granted at no cost to a school if there is available time during the drivers' regular shift. Additional time will be charged at a prescribed annual rate each year. Any overtime and drivers' expenses incurred due to a schools' activities during curricular or extra-curricular activities shall be paid for by that school.

3.3 A rate per kilometer to cover the actual operating expense (fuel, oil etc.) shall be charged on all trips.

3.4 An annual curricular/extra-curricular transportation allowance may be granted to schools.

#### **4.0 OVERTIME**

4.1 Overtime earned by drivers will generally be taken as time off during those times when buses are not in operation.

4.2 No lunch period overtime will be charged by drivers if an uninterrupted two-hour period is provided during the trip.

4.3 On overnight trips, time charged will cease when the bus is parked for the night and will resume at start-up time the following morning.

4.4 Drivers may start later in the day to allow an eight hour straight time shift.

#### **5.0 OTHER**

5.1 Ski trips to Mt. Washington only will be eligible provided that ski equipment is not carried in the bus.

5.2 Trips to Rath Trevor and similar locations should provide two hour free periods for the driver but only if another emergency vehicle is available.