

**Wilson Area School District**

**Transportation Requests**

All school activities and field trips requiring the use of school district vehicles must be properly scheduled and posted with the business manager's office. This should be done at least two weeks in advance of the requested date.

I. Requests

- A. The appropriate principal must approve all arrangements for official school trips and other school events.
- B. The principal will file with the business manager triplicate forms listing dates, destinations, number of students, time and place of departure and return, and the faculty member in charge.
- C. One request form will be kept by the business manager, one returned to the principal, and one sent to the transportation supervisor.

II. Guidelines

- A. Trips taking place during a school day should be scheduled to leave after the start of the school day and return no later than 2:00 p.m. These time limitations may be exceeded if buses are available. Such trips should be primarily educational in nature.
- B. The number of teachers and other adults who take the trip should be adequate enough to provide proper supervision, but will not exceed six chaperones per bus.
- C. Regular rules normally in effect on school vehicles will continue to be observed and will be enforced.
- D. The determination as to whether the school district will pay the expenses or whether costs will be charged for using the vehicle will be determined by the superintendent in consultation with the principal. Past practice will act as a guide but will not be binding.
- E. Any damage to vehicles will be charged to the individuals or groups responsible.
- F. The assignment of drivers will be the responsibility of the transportation supervisor.