

# Policy

BOARD OF EDUCATION  
HORTONVILLE AREA SCHOOL DISTRICT

OPERATIONS  
8640.01 / Page 1 of 2

## ASSIGNMENT OF FIELD AND CO-CURRICULAR TRIPS

School sponsored travel designed to enrich the educational programs will be supported by the Board of Education.

### **Implementation:**

- A. Field and Co-curricular trips requiring school bus transportation shall not interfere with the regularly scheduled transportation of pupils to and from school.
- B. The decision to assign a driver to a specific trip remains with the Director of Transportation.
- C. If a specific driver has not been requested, the Director of Transportation will assign trips in the following manner:
  1. All drivers including sub-drivers, shall be placed on a list of seniority (here after referred to as the seniority list) by hire date; route drivers shall precede substitute drivers on the list and shall be listed by the contracted hire date, and sub drivers shall be listed by proven hire date. Should two or more contracted drivers have the same contracted hire date, then their previous proven date of hire as a substitute driver will be used as the tie breaker.
  2. Drivers will be provided with a list of the upcoming available trips. Each driver may indicate their preference on the upcoming trip list for those trips they may be interested in, and then return their request to the Director of Transportation. The Director of Transportation will assign drivers and will try to honor trip requests when possible. When moving down the seniority list, each driver will be entitled to and potentially assigned just one trip at a time before moving to the next driver on the list. The actual assignment of a trip will depend on the driver's initial request (which may indicate the desire to drive only one specific trip to the willingness to take any trip), the driver's order in the seniority list, and the number of trips available. Due to these parameters, there is no guarantee that a driver will receive a trip.
  3. When all trips have been assigned, the next batch of trips will be assigned from the point on the seniority list where the last batch ended. When the end of the seniority list has been reached, assignments will again start from the beginning of the seniority list.
  4. In the event a trip is requested which is within the ten working day window, the Director of Transportation may select a driver outside of this procedure in order to expedite the process.
- D. Teachers may submit a request for a particular driver if the requested driver has already driven a particular trip, and that experience is deemed valuable enough to warrant maintaining the same driver. Teachers may also request drivers who may have had more experience dealing with Special Education students, and can therefore, assist the teacher. Teachers must submit a rationale for requesting a specific driver. Trips awarded by teacher request will be taken from the 'fair share' total for the specific driver. For example, driver A is requested for three special education field trips; since trips are assigned in batches, if every driver who submitted a request to drive would have received five field trips, then driver A would be entitled to two additional field trips in that batch.

# Policy

**BOARD OF EDUCATION  
HORTONVILLE AREA SCHOOL DISTRICT**

**OPERATIONS**  
8640.01 / Page 2 of 2

- E. Under no circumstances may a driver, or a driver who is also acting as a chaperone, participate in any event such as swimming, skiing, water slides or any other activity in which personal injury may result.
- F. Drivers will be paid from the point of origin of the bus and back to the point of origin.
- G. Teachers requesting overnight trips are responsible for making reservations for the bus driver. Bus drivers are entitled to a single room and will not share the room unless they are acting as chaperones for their own children. Bus drivers are responsible for paying for their own room and will be reimbursed for all reasonable expenses.
- H. Bus Drivers are reimbursed for meals if the duration of the field trip is at least four hours.
- I. Receipts are required for all requested reimbursements.