

# HORTONVILLE AREA SCHOOL DISTRICT

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**Title:** Bus Trip Policy, Other Than To and From School      **Date Adopted:** 11/28/83      **Policy No.** 5025  
**Date Revised:** 11/12/01      **Page 1 of 2**  
6/28/04, 9/14/04  
8/22/05, 2/26/07  
1/25/2010

**Policy Statement:**

School sponsored travel designed to enrich the educational programs will be supported by the Board of Education. Students may be required to pay for the total cost, or a portion of the trip. Out-of-state travel and overseas travel require approval of the Board of Education.

**Rationale:**

During the course of the school year, students are presented with a variety of opportunities for educational program enrichment.

**Scope:** Kindergarten – Grade 12

**Responsibility:** District Administrator

**Implementation:**

- A. When requests are made for overseas trips or out-of-state trips, student safety will be a prime consideration.
- B. Out-of-state trips and overseas requests will be reviewed by the District Administrator.
- C. The District Administrator will make a recommendation to the Board of Education.
- D. The following general regulations apply on all trips:
  1. All chaperones are required to complete the Volunteer Contract which includes authorization for a background check.
  2. Trips which are taken for educational purposes, as well as trips to convey teams to scheduled competitive events, have transportation costs covered by the school. Trips to events of a recreational nature are not paid for by the school.
  3. Trips on which travel distance is less than seventy-five miles one way or which are for the purpose of taking participants to State athletic tournaments require only the authorization of the principal. Regularly scheduled athletic events may be scheduled by the Athletic Director.
  4. Non-overnight trips requiring travel within the State of Wisconsin but of more than seventy-five miles in one direction require the Superintendent's authorization.
  5. Trips requiring travel outside the State of Wisconsin or requiring overnight accommodations needs the authorization of the Board of Education.
  6. It is the responsibility of building administrators to forward transportation requests to the District Administrator and the Board of Education for approval in a timely manner. Transportation requests to the Board must be submitted by the last Board meeting of the month prior to travel. (For example, travel in June would be requested by the last Board meeting in May.)
  7. All trips shall begin and end at the school. Drivers will be paid from the point of origin of the bus and back to the point of origin.
  8. Trips requiring school bus transportation shall not interfere with the regularly scheduled transportation of pupils to and from school.
  9. Teachers or other certified personnel shall accompany pupils on all trips and shall assume responsibility for their proper conduct. Violations of conduct by pupils shall be reported to the principal
  10. Unless special permission is granted by the principal or his/her designee, only students who are enrolled in the Hortonville School System and who are scheduled to participate are permitted to ride in the designated transport vehicle(s). This includes parochial school students who reside in the Hortonville Area School District.
  11. School transportation vehicles, if available, will be furnished for all sponsored trips. For trips where it is not cost-effective to provide a bus and driver, teachers may use a school van if available or their own personal vehicle. Use of personal vehicles, however, is discouraged. If a personal vehicle is used, the driver must submit a copy of his/her driver's license and proof of

- insurance and the vehicle must be inspected in accordance with both HASD Policy #9009 and Wis. Stat. 121.55. Public or private transportation may be authorized when deemed advisable by the principal.
12. Use of school vehicles for trips not sponsored or financed by the school district is prohibited, except as provided in Policy #9006.
  13. On overnight trips, a minimum of one chaperone for every fifteen students is required. If the overnight trip is coeducational, male and female chaperones are advisable.
  14. A signed permission slip shall be obtained from the parent or guardian of each student participating in a trip unless the trip is for the purpose of conveying the student to a scheduled competitive event.
  15. On overnight trips, any students involved in a violation of school rules will, upon immediate notification of their parents, be sent home at their own expense.
  16. When a field trip is designed as an extension of the classroom, i.e. the trip is an integral part of the academic classroom day, parents, unless they are designated as chaperones, are not permitted to accompany their children on the bus. If the trip is undertaken as a social or extra-curricular activity, then parents may, with the permission of the principal, take part in the trip.
  17. 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.
  18. Requests for field trips shall be submitted ten work days in advance. This time does not include weekends, holidays, or early release days. The lead time allows the Director of Transportation to prepare and distribute a list of all available trips to the bus drivers.
  19. Incomplete requests may be rejected by the Director of Transportation.
  20. 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. The decision to assign a driver to a specific trip remains with the Director of Transportation. 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. Under no circumstances may a driver who is acting as a chaperone participate in any event such as swimming, skiing, water slides or any other activity in which personal injury may result.
  21. If a specific driver has not been requested, the Director of Transportation will assign trips in the following manner:
    - a. Drivers shall be placed on a list of seniority by hire date. Route drivers shall precede substitute drivers on the list. Drivers may opt out of either field trips or athletic events by notifying the Director of Transportation in writing. They will not be considered for trips until they notify the Director in writing and the change will not become effective until the next selection of trips.
    - b. Drivers will be assigned from the appropriate seniority list (field trip and athletic events). 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.
    - c. 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.
  22. Bus Drivers are reimbursed for meals if the situation of the field trip is at least four hours. Receipts are required.

**Associated Information:** Teacher Handbooks  
Volunteer Contract (includes Background Check Authorization)