



Bath County Schools Transportation Department School Bus Trip Procedures

1. A trip request should be at the Board office at least two weeks prior to a trip for it to be approved by everyone, and back to you so you can get information out to students.
2. **All** information should be completed before sending it to the Board office to prevent delays in processing, such as additional information not completed or signatures missing.
3. Directions, departure and arrival times, to and from, should be included in your request for the bus drivers.
4. All school sponsored trips must be chaperoned by school faculty or staff members. Chaperones share responsibility with drivers for discipline on the bus and maintaining schedules. Chaperones should be seated throughout the bus to monitor student behavior.
5. On out of district trips, there should be no more than two-thirds bus capacity on any one bus with middle and high school students (44 per bus). (66 per bus for elementary)
6. The Board must approve all out of state and overnight trips, and any athletic trip over 75 miles.
7. Evacuation procedures should be addressed before the bus leaves the school grounds.
8. Telephone numbers of staff, and telephone numbers and information on students should also be made available.
9. Any special medical problems should be known and accommodations made.
10. Proper procedures for use of cargo boxes and securing luggage should be followed.
11. School buses can not be fueled with students on the bus.
12. Always have your seating chart completed before you pull away from the school, be sure to make copies. Leave one at school (with someone or in a designated spot) and give one to the driver.
13. No food or drinks should be consumed on the bus.
14. The bus should be left clean at the end of the trip - anything brought on the bus should be taken off.
15. Contact the bus garage (674-2421) a day or two prior to your trip to confirm it has been scheduled with them.
16. Have a safe, efficient and trouble free trip.