

School Sponsored Activities

Curriculum Related Trips

Trips are defined as instruction related trips to a location off campus designed to enhance the education program.

Trip requests must be received by the transportation department at least 10 school days in advance of the trip. All requests must be authorized by the principal and be within allocated funds.

Co-curricular Trips

Co-curricular trips are defined as those trips which are not taken as a part of a class. These would include activity and athletic trips.

General

The mileage for all trips will be determined as the distance from the location where the bus originates to the destination of the trip.

Costs related to all trips will be determined annually by the transportation department.

The priority for the use of bus transportation is:

1. Home to school transportation;
2. Athletic trips;
3. Curriculum related trips;
4. Other co-curricular trips

Trip Procedures

All students on curricular or co-curricular trips shall be under the authority of the assigned adult supervisor at all times. At least one adult supervisor will be present in each vehicle transporting student to an activity, notwithstanding Board policy EEBB. The supervisor shall be responsible for accounting for all students prior to departure and return. Prior to the trip, arrangements will be made to implement any student's medical protocol as needed.

The following procedures shall govern all trips:

1. Students are expected to travel to and from the school sponsored activity with the school group using the designated mode of transportation, unless other arrangements are made in advance as outlined below.
2. Students may travel to the event in alternative transportation only by prior approval of the principal or assistant principal. The approval should be given only for exceptional or unusual circumstances, not for preference or convenience.
3. Students may be released to their parent or guardian for travel home only if the parent/guardian has personally signed the student out with the supervisor on the Trip Roster/Signout Sheet prior to departure home.
4. Students may be released to another student's parent or guardian for travel home only if the parent or guardian has presented a written note authorizing such travel to the principal or assistant principal prior to the departure from the school site.

Transportation Request Lebanon Community Schools

Note: This completed and approved form must reach the transportation office 10 school days prior to the trip

School _____ Date form submitted _____

No to be transported _____ Grade level(s) _____ Person in charge _____

Point of departure _____ Date of trip _____ Time _____ AM PM

Destination _____ Class or group _____

Indicate any other stops, other than destination and return via shortest route _____

Baggage to be transported _____

Special equipment needed for student _____

Return date _____ Return time (point of origin) _____ AM PM

Purpose of trip: Curriculum related Activities Athletics

Bus trip to be paid for by: School's trans. budget Student body funds Grant funds
 Private funds Specify _____

Principal's Signature

Authorization by director of transportation _____ Date _____

Bus/Van number assigned _____ Driver assigned _____

ACCOUNTING USE ONLY

Billing:

| | | |
|--------------------|----------|------------|
| Miles | @ _____ | = \$ _____ |
| Stand by time hrs. | @ _____ | = \$ _____ |
| OT stand by hrs. | @ _____ | = \$ _____ |
| Meal(s) | \$ _____ | |
| Other charges | \$ _____ | |

Notes from the director

| Charge to | Fund | Function | OBJ | LOC | PROG | Amount |
|-----------|------|----------|-----|-----|------|--------|
| | | | | | | |
| | | | | | | |
| | | | | | | |

Copies:

- White copy: Transportation
- Yellow copy: Trans Billing information
- Pink copy: Trans approved for school
- Golden rod: School's copy to keep for records