

SCIOTO COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

POLICY 5.06 NON-ROUTINE USE OF SCHOOL BUSES

- A. "Non-routine uses of school buses" is defined as transportation of passengers for purposes other than regularly scheduled routes to and from school. School buses may be used for non-routine trips only when such trips will not interfere with routine transportation services. Approved non-routine uses of buses include:
1. Trips that are extensions of the instructional program as determined by program administration.
 2. Trips for the transportation of enrolled pupils directly participating in school-sponsored events. A "school-sponsored event" is defined as any activity in which pupils are participating and are under the direct supervision and control of a certified staff member or any advisor as designated by the superintendent.
 3. Transporting pupils taking part in summer recreation programs when such programs are sponsored by the Board or an entity with which the Board has an agreement.
 4. Trips for transportation of pupils and/or adults, as approved by the Board to and from events within the local community which are program or community sponsored.
 5. Emergency evacuation and/or emergency evacuation drills when such emergencies are declared by state or local directors of emergency disaster services.
 6. A civil emergency as declared by the governor.
 7. Transporting program staff engaged in Board-approved employee improvement programs.
- B. Bus trips are to be made only when there is written authorization signed by the superintendent, or designee.
- C. The authorizing document, or 'trip permit' shall accompany the driver on any non-routine trip. The trip permit shall provide information listed below:
1. Date of the trip
 2. Destination
 3. Purpose of the trip

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4. Name of the Board
 5. Driver's Name
 6. Bus registration of vehicle license number
 7. Total Miles of the trip
 8. Designated stops
 9. Route map and/or written directions for reaching destination
 10. Names and signatures of the school bus owner, superintendent or designee;
- D. One or more adult chaperones, as approved by the superintendent or designee, shall accompany each school bus required for non-routine trips involving school age students.
- E. Any out of state trip shall remain within two hundred forty miles round trip distance from point of exit from the state to the point of entry to the state.