

UNITED SCHOOL DISTRICT
ADMINISTRATIVE REGULATION

810-AR-1. SCHOOL TRIPS

Bus/Van Drivers/Chaperones/Group Sponsor Responsibilities

The purpose of this regulation is to define the responsibilities of the school bus/van driver, the bus/van chaperone and the group sponsor while traveling with students to school approved activities.

Bus/Van Driver

1. To see that all participants arrive at designated locations safely.
2. If the school bus/van driver notices a problem, s/he is to direct the incident to the chaperone on his/her bus, who will handle the matter as described below.

Chaperone

1. Person who is designated to ensure proper behavior of those students who ride in the bus/van.
2. The chaperone should be positive, courteous, helpful and fair in dealing with students.
3. The chaperone should abstain from the use of tobacco aboard any school bus. Consumption of and/or being under the influence of alcohol and controlled substances is strictly prohibited.
4. Since the chaperone's primary responsibility is for the supervision of students, it is necessary for the chaperone to understand what conduct is expected of all students on the school bus.

All students are expected to:

- a. Avoid using profane or vulgar language. Unacceptable gestures are strictly prohibited.
- b. Keep all parts of the body inside the bus.
- c. Not use drugs, alcohol, and/or tobacco on the bus.
- d. Refrain from throwing objects of any kind on the bus or from the bus.
- e. Remain seated on the bus until the bus has come to a complete stop. Moving around on the bus is prohibited.
- f. Help keep the bus clean and in good condition. Any student responsible for causing damages will be responsible for paying for those damages.

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- g. Show respect for the driver and fellow passengers at all times.
 - h. Represent themselves and United School District with pride.
 - i. Use proper methods of boarding and exiting the bus.
5. If the chaperone notices a problem on the bus, s/he should take care of the situation by talking to the individual involved.

Continuous problems with the same individual, or an incident with serious implications should be referred to the appropriate building level administrator.

6. In addition to the supervision of students on the bus, the chaperone is expected to:
- a. Take roll of all students on the bus prior to leaving the school, and notify the group's sponsor of any absent students.
 - b. Take roll prior to traveling to the next destination and before returning to the school, in order to accurately account for all students.

Group Sponsor

1. The group sponsor is the school staff member responsible for a specific group of students. The group sponsor is expected to:
 - a. Submit to the office a list of all individuals, including chaperones, going on the trip, at least two (2) days prior to said trip.
 - b. Upon return to school, the group sponsor should remain at the school until all students have left for home.
 - c. Work with administration in completing all details for the trip.
2. Group sponsors are also responsible for the supervision of students.
3. Make students aware of all travel procedures, including early dismissal from the trip.

Principals shall make all sponsors and students aware of this procedure through general announcements and in published handbooks

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