

Bus Transportation Other Than Home to School

The following rules set forth specific responsibilities relative to student transportation other than home to school.

The principal of the school originating the request for transportation or his/her designee shall:

1. Determine the validity of the request for transportation and authorize or deny the request;
2. Provide all necessary information to the bus contractor to include date of trip, time of departure, destination, number of passengers involved, purpose of the trip, estimated return time and person in charge of the group;
3. Cancel the trip as early as possible should cancellation become necessary by notifying the office of the transportation director;
4. Insure that adequate student supervision is provided and that the person in charge of students understands his/her responsibility.

The trip supervisor of passengers shall:

1. Insure that only properly authorized passengers board the bus;
2. Insure proper conduct of passengers while on the bus. Conduct should conform to regulations posted in each bus. At least one adult shall sit in the rear of the bus;
3. Instruct the driver on destination, desired stops (as authorized by proper authority), departure time when returning, any special requirements for use of the bus during the trip; .
4. Recognize that the driver is not responsible for passenger supervision or control;
5. Remain with and provide for the needs of students in case of mechanical failure.

The bus drivers shall:

1. Have the assigned bus at the point of departure ten minutes prior to the departure time;
2. Visually inspect the bus prior to leaving the garage area to determine visible defects and note any visible damage. Make a written report of such damage to the chief mechanic;

3. Follow the directions of the person designated as “teacher in charge” relative to destination and stops;
4. Stop the bus in a safe place in the event of serious misconduct and advise the person in charge that the problem must be controlled. Do not discipline students;
5. Continually evaluate road conditions during inclement weather and turn back if conditions become unsafe.

END OF POLICY

Legal Reference(s):

[ORS 332.405-.427](#)
[ORS 801.460](#)
[ORS 811.215](#)

[OAR 581-023-0040](#)
[OAR 581-053-0002](#)
[OAR 581-053-0004](#)

[OAR 581-053-0031](#)
[OAR 581-053-0210](#)
[OAR 581-053-0230](#)

Cross Reference(s):

EEA - Student Transportation Services *
IICA - Field Trips and Excursions