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| Book | Policy Manual |
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| Title | Vol. 44, No. 1 - August 2025 Revised TRANSPORTATION FOR NON-ROUTINE TRIPS |
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Revised Policy - Vol. 44, No. 1

8640 - TRANSPORTATION FOR NON-ROUTINE TRIPS

The Board of Education shall use school buses and/or vehicles other than school buses (e.g., vans) for transportation of passengers for purposes other than regularly scheduled routes to and from school (e.g., on field trips and other District-sponsored trips).

The transportation for all field trips and other District-sponsored trips is to be by vehicles owned or approved by the District and driven by approved drivers. Exceptions must have the approval of the Superintendent.

[x] The Board ~~shall~~ **may** assume transportation costs for ~~(-) all field trips~~ **(x)** a certain number of approved field trips as specified in the Superintendent's administrative guidelines **[END OF OPTIONS]**. **[END OF OPTION]**

[x] The Board ~~shall~~ **may** also assume the transportation costs for all other trips, including co-curricular, athletic, and other extracurricular trips. **[END OF OPTION]**

[x] The Board ~~shall~~ **may** assume the vehicle cost for all other trips, including co-curricular, athletic, and other extracurricular trips, but the cost of the driver shall be paid ~~(-) by the sponsoring organization~~ **(x)** from the designated fund **[END OF OPTIONS]**. **[END OF OPTION]**

~~**[-]** The Board shall provide the vehicles for all other trips, including co-curricular, athletic, and other extracurricular trips, but a mileage charge and personnel charge shall be assessed to cover the cost of the driver and fuel. This charge is to be paid ~~(-) by the sponsoring organization~~ ~~(-) from a designated fund~~ **[END OF OPTIONS]**. **[END OF OPTION]**~~

[x] Transportation may be limited by the availability of vehicles, drivers, and scheduling and will not be available when needed for general school purposes. **[END OF OPTION]**

[x] All field trips shall be supervised by members of the staff. All other District-sponsored trips shall be supervised by either staff members or adults from the sponsoring organization. Any time students are on the vehicle, at least one (1) sponsor, chaperone, or staff member is expected to ride in the vehicle, as well as to supervise students upon return to the District and while they are waiting for rides home. **[END OF OPTION]**

~~**[-]** Students may be permitted to eat and/or drink on the bus for non routine trips during which the students on the bus are supervised by a chaperone(s). **[END OF OPTION]**~~

[x] All students are expected to ride the approved vehicle to and from each activity. A special request must be made to the staff member or sponsor by the parent, in writing or in person, to allow an exception. **[END OF OPTION]**

[x] District students not affiliated with the trip activity, nondistrict students, and/or children of preschool age shall not be permitted to ride on the trip vehicle ~~(-) without prior approval of the Principal~~ **[END OF OPTION]**. **[END OF OPTION]**

[x] No student is allowed to drive on any trip. An exception may be made by the principal on an individual basis, provided the student's parent(s) provides written authorization and release from liability using Form 5515 F2 - Parental Authorization and Release From Liability Form **(x)** and does not transport any other student. ~~(-) and does not transport any other student without the parent(s) of the student to be transported in such vehicle providing written authorization and release from liability using Form 5515 F2 - Parental Authorization and Release From Liability Form.~~ In addition, the parent(s) of the approved student driver must provide written authorization for the student to transport others and release from liability using Form 5515 F2 - Parental Authorization and Release From Liability Form. **[END OF OPTIONS]** **[END OF OPTION]**

The Superintendent shall prepare administrative guidelines consistent with this policy.

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Legal

A.C. 3301-83-16

R.C. 3327.08, 3327.13, 3327.14, 3327.013

Cross References

po8600 - TRANSPORTATION

po8600.04 - BUS DRIVER CERTIFICATION

po8650 - TRANSPORTATION BY VEHICLES OTHER THAN SCHOOL BUSES

po8660 - INCIDENTAL TRANSPORTATION OF STUDENTS BY PRIVATE VEHICLE

Last Modified by Regina Jutz on September 26, 2025