

CHAPTER 8

8.3 CURRICULAR AND EXTRA-CURRICULAR TRANSPORTATION

8.3.1 Legal Uses

Use of public school buses for curricular and extra-curricular activities is limited by law to those approved by the Board. School buses may be used by these groups provided they are **participating** in these activities.

8.3.2 Supervision (Revised 12/09/97 - Revised 12/09/97)

Any group of public school pupils on a curricular or extra-curricular trip must be accompanied by a teacher, principal or his/her designated representative who will act as chaperone for the trip. People connected directly to the team or group on a curricular or extra-curricular trip shall be considered part of the team or group, such as scorekeeper, timer, etc... or any individual that is directly connected to the activity.

Approval of chaperones will be a school-based decision rendered by the principal or his/her designated representative. Lists of chaperones are to be submitted to the school administrator or his/her designated representative for approval and retained in the administrative offices of each school.

8.3.3 Expense of

The Marshall County School Board will bear the costs involved in transporting bands and athletic teams which are composed of pupils in grades seven through twelve for regularly scheduled athletic contests.

8.3.4 Procedures For

Pursuant to the provisions of Sub-Section 6, Section 13, Article 5, Chapter 18, Code of West Virginia, as amended by Act of Legislature 1967, the State Board approved the following regulations:

1. All boards of education exercising this authority to provide transportation for pupils participating in curricular activities beyond the regular local school facilities shall require the participating school officials to submit a plan and schedule of such trips to the county superintendent of schools for approval in accordance with county policy.
2. The general supervisor in charge of transportation shall be provided a copy of the approved schedule by the superintendent of schools at a date far enough in advance to appropriately arrange and prepare for the provision of safe and adequate pupil transportation.

3. Any school bus used for the purpose of transporting pupils on an approved
4. Curricular trip that extends beyond the immediate school area shall (must) be operated by a regularly employed school bus operator.
Also see: Section 8.3.5

8.3.5 Area/Rotation Plan (Revised 02/28/95)

Marshall County shall be divided into two (2) areas as specified below:

1. Cameron Area
2. Moundsville and Surrounding Areas

Bus Operators

The transportation director shall call a meeting of all bus operators for the purpose of explaining the Area/Rotation Plan for curricular and extracurricular trips.

All bus operators shall be given equal opportunity to participate in curricular and extracurricular trip employment. Any bus operator not wishing to participate shall be required to sign a release slip indicating his/her desire of non-participation.

Bus operators signing the release slip may re-enter the program upon notifying the transportation director.

The transportation director shall assign curricular and extracurricular trips on a **rotation - seniority basis** to participating bus operators.

Bus operators shall be required to call the transportation director every Thursday between the hours of 8:00 A.M. and 11:00 A.M. to indicate their desire to drive/not drive for extracurricular trips the following week. Bus operators will receive their assignment at this time. Bus operators failing to make the required Thursday call shall be automatically omitted from the following week's extra trip schedule.

Bus operators whose regular routes are in one of the above areas shall be assigned extra trips that originate in their driving area on a rotating-seniority basis.

Substitute bus operators may be assigned curricular and extracurricular trips in case contracted bus operators are not available or do not want the extra trip assignment.

8.3.6 Trip Requests (Revised 02/28/95)

All requests for curricular/extracurricular trips should be on the desk of the Superintendent of Schools **at least ten (10) days prior to the departure date.**

Also see: Section 8.3.4

Special Buses (Special Education)

All trips involving special education pupils shall be driven by bus operators who regularly drive the special students. (These operators are familiar with the special education pupils and the special equipment on the buses i.e. elevators, safety straps, wheelchairs, etc.) Safety of pupils and equipment is of prime importance.