

SCHOOL TRANSPORTATION

The Stillwater Board of Education recognizes that transportation is a necessary element of educational opportunity. The purpose of maintaining and operating a transportation system as part of the general school program shall be to provide its students adequate and safe transportation to and from school and on other school trips deemed a part of the educational program. Transportation is a privilege extended to students in the district only when necessary for the accomplishment of one of the following purposes:

1. To transport children whose homes are more than a reasonable walking distance, as defined by regulations of the State Board of Education, from the school attended by such child. Provisions of state law limit state funds paid for such transportation to a child residing at least one and one-half (1 ½) miles from the school attended. Except as otherwise provided by law for children with disabilities, students residing less than one and one-half (1 ½) miles from the school they attend are not eligible for school bus transportation services. Exceptions may be made, at the discretion of the transportation director, when no safe walking path exists.
2. To provide adequate education facilities and opportunities which otherwise would not be available.
3. For group movements within the state, for participants to and from contests, athletic games, or other school functions under the direct auspices of the board of education.

Stillwater Public Schools provides transportation services to ensure:

1. Children of our school district are transported in the safest manner possible.
2. Transportation services provided are cost effective to our district's taxpayers.
3. Transportation services are provided in an equitable manner.

Use of District Vehicle for Field Trips and Other Activities

School buses or other district-owned vehicles may be used for the transportation of students participating in school-sponsored activities under the following conditions:

- Bus or district-owned vehicle use for educational field trips and by student organizations is accepted as an extension of classroom activities. Adults may ride, if space allows, when they are designated as chaperones.
- When district-owned transportation is used, the student organization using the vehicles may be required to reimburse the district for all or part of the cost of the transportation.
- Advance consent of the student's parent or guardian is required for any excursion or field trip. Parents should be notified a minimum of three (3) days prior to any excursion that requires transportation away from the school campus. This notice may be provided by sending a Parent Permission for Field Trip form home with the student.
- Parental authorization forms and appropriate release forms (for each student) will be filed with the building principal prior to travel.
- Students participating in school sponsored activities are required to utilize school approved transportation with the following exceptions:

SCHOOL TRANSPORTATION (Cont.)

1. Activity sponsors may grant permission for students to return with parents.
 2. Parents may request in writing that their child ride to or from the event with another specified adult (non-SPS student). These requests will be approved by the administrator or designee on an individual basis.
- All field trips and excursions must be approved far enough in advance for proper consideration, approval, and preparation. This should be a minimum of seven (7) days.
 - Independently contracted transportation must be approved by the director of transportation.
 - Activities such as music, debate, band, orchestra, athletics and academic competition that are under the auspices of the Oklahoma Secondary School Activities Association have priority with regard to bus scheduling due to contractual commitments.
 - For non-required activity trips all buses must be available to run their regularly scheduled morning and afternoon routes, unless approved by the transportation director.
 - In the event that a scheduling conflict develops and cannot be resolved, the transportation director will determine priority. Date of request may not be the determining factor in such decisions.
 - If buses are not available for a requested trip, the transportation department will notify the site administrator as early as possible.
 - Sponsors, students and the driver are responsible for cleaning the bus at the conclusion of the trip.
 - When traveling out of district, each bus must have a minimum of two adult sponsors, at least one of which is a district employee. If the driver is a faculty sponsor, the driver may count as the district employee. A list of sponsors must be submitted to the appropriate administrator at least two (2) days prior to travel.

Out-of-State Travel

- Requests for out-of-state activity trips **should** be approved at least one month in advance by ~~the board of education~~ **Superintendent or designee**. Students will not travel out of state for school activities not approved by the ~~board of education~~ Superintendent.
- Individual drivers must follow these guidelines:
 1. May drive a maximum of ten (10) hours after a minimum of eight (8) hours off duty.
 2. May not drive more than eight (8) consecutive hours without at least a thirty (30) minute break.
 3. May not drive after having been on duty for fifteen (15) hours following a minimum of eight (8) hours off duty.
- If the above criteria guidelines cannot be met, two drivers per vehicle will be required.
- District-owned buses will not be used for trips in excess of 750 miles, one-way.

Other Uses of District-Owned Vehicles

District-owned vehicles may also be contracted for general public use including religious, political, literary, community, cultural, scientific, mechanical, agricultural, or parental involvement purposes. Such use shall be done at a reasonable charge to cover the cost of the use of school buses, other school transportation, and payment of school personnel to operate the vehicle.

All school vehicles will be driven by school personnel or volunteers who meet the guidelines established in policy CN-R1.

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School Transportation Maintenance

For the health and safety of the students and staff of Stillwater Public Schools, school personnel are to maintain the mechanical systems of their assigned vehicles in like-new condition at all times. Each driver shall immediately report any defective condition of a school vehicle to the transportation department.

Drivers shall keep the interior and exterior clean. Vehicles should be washed as needed. Drivers are responsible for the condition of any school vehicle they are assigned, even though it may not be the one normally driven.

School buses shall be adequately maintained to provide safe transportation. Responsibilities of bus drivers in maintaining optimum efficiency of their assigned bus will include, but are not limited to, the following:

1. Inspect the bus daily and fill out the required inspection documentation as required by Oklahoma State Department of Education regulations.
2. Sweep out the bus after each trip and keep the bus fueled.
3. Suggest changes in bus routes that might save time, fuel, or wear and tear on the bus. Changes are not to be made without prior approval of the transportation director.

REFERENCE: 70 O.S. §9-104
70 O.S. §9-105
70 O.S. §9-108

CROSS-REFERENCE: Policy CN-R1, Requirements to Drive a Stillwater Public Schools Vehicle