

**Kimberly School District #414**  
**NONINSTRUCTIONAL OPERATIONS 8105**

**EXTRACURRICULAR TRANSPORTATION**

The term "extracurricular" refers to activities or events which are supplements to the regular instructional program and do not involve class credit, including, but not limited to athletics, speech, debate, music, band, student groups and/or organizations, and community activities.

The use of school buses is strictly limited to school activities. Buses may not be loaned or leased to non-school groups unless permission is specifically granted by the Board. On all activity runs, buses will be operated by a qualified bus driver, and only authorized activity participants, professional staff, and chaperones assigned by the administration may ride the bus.

The determination as to whether to provide transportation for students, spectators, or participants to and from extracurricular activities shall be made solely by the District. This determination shall include, but is not limited to, the decision to provide transportation, the persons to be transported, the type or method to be utilized, all transportation scheduling and coordination, and any other transportation arrangements or decisions.

District employees who undertake independent arrangement, scheduling, or coordination of transportation for extracurricular activities shall do so only when specifically directed or approved by the Superintendent or his or her designee. District employees will notify the Superintendent or designee of all transportation details and/or arrangements made after authorization. District employees shall not use a personal vehicle to transport students.

A duplicate copy of the passenger list will be made for all activity trips. One (1) copy will remain with the professional staff member in charge on the bus and one (1) copy will be given to the Activities Director before the bus departs.

All buses used to transport students on activity trips shall be in safe mechanical and good working condition.

At its discretion, the District may charge fees for transportation of students to and from extracurricular activities where attendance is optional.

**Student Travel to/from Extracurricular or Co-Curricular Activity**

Unless other travel arrangements are authorized **by the building administration**, students will board the bus at the school designated as point of origin for the trip and will return to the point of origin in the bus.

Students may be released to their parents in a face-to-face situation at the close of the activity before buses begin the return trip. Such release will require a signed, dated note from the parent. If the parent wants his/her child released to another adult after an activity, arrangements must be made **with building administration** prior to the buses leaving for the event. The parent must sign and date a release naming the person with whom the child is to travel.

The activity must provide at least one instructor, coach, or adult sponsor for each bus on a special trip who shall be familiar with this policy and the general rules for student conduct on buses. The bus driver will be responsible for the safe operation of the bus. The sponsor will be responsible for supervision of students and enforcement of bus rules. Any adult designated by the principal as a sponsor will have such authority.

Students must follow all school bus rules with this exception: food and drink not in glass containers will be allowed on the bus with permission of the principal. However, any debris must be cleaned up at the end of the trip and before students leave the bus.

Cross Reference: 3830 Extra Curricular and Co-Curricular Participation Policy  
Legal Reference: IDAPA – Program Operations

Policy History

Adopted on: 08/20/2009

Revised on: 10/20/2010; 08/15/19