

EXTRA-CURRICULAR AND CURRICULAR TRANSPORTATION BUSES AND/OR
PRIVATE VEHICLES

1. School buses may be used by school groups participating in curricular and extra-curricular activities. All trips for such activities must be approved by the board of education and scheduled through the Transportation Director. All school groups on curricular and extra-curricular trips must be chaperoned by a teacher or principal, and other person(s) approved by the board. A minimum of one chaperone will be assigned per bus, unless there are extenuating circumstances, as determined by the appropriate principal.
2. Participating school officials shall submit a planned schedule and application for each trip to the superintendent for Board approval. Requests must be Board approved at least ten (10) days before the date of the trip. In case of an emergency, a trip may be approved by the superintendent.
3. Only regular school bus operators employed on a fulltime basis will be used to operate school buses for trips. However, the Transportation Director may assign substitute drivers if all regular drivers refuse the trip, no regular drivers are available, or in an emergency situation.
4. Out of state bus trips should be arranged by charter bus service, if possible, except for regularly scheduled athletic contests or other school activities in adjacent states. Out of state trips must be Board approved at least thirty (30) days prior to the trip, except in emergency situations.
5. Students going on any school trips by any means of transportation shall have written permission of their parent or guardian. Students who are on athletic teams or in the band may have one written permission form for the year.

EXPENSES AND SCHEDULING FOR EXTRA-CURRICULAR AND CURRICULAR TRIPS

1. In accordance with WV School Law 18A-4-8a, bus operators who take extra-curricular and curricular trips shall be paid as follows: “The minimum pay for extra-duty assignments as defined in section eight-b of this article shall be no less than one-seventh of the employee’s daily total salary for each hour the employee is involved in performing the assignment and paid entirely from local funds. The salary for any fraction of an hour the employee is involved in performing the assignment shall be pro-rated accordingly. When performing extra-duty assignments, employees who are regularly employed on a one-half day salary basis shall receive the same hourly extra-duty assignment pay computed as though such an employee were employed on a full-day basis.”

2. Overnight trips will pay a minimum of \$40.00 plus lodging, or one-seventh of the bus operators' daily total salary for each hour the employee is involved in performing the assignment, whichever is greater. Meals will be provided for out of county trips only when accompanied by an overnight stay (receipts required) – see expense form.
3. If any school activity requires student transportation from school to school or field trip with its destination being within the Tyler County legal boundaries during school hours, it is the duty of bus operators to make these trips without charge.
 - a) "In-County" trips shall be assigned alphabetically each year and each year the list begins wherever it ended the previous year. If a driver is unable to take his/her in-county trip, the Transportation Director is responsible for obtaining a replacement. If a driver is unable to obtain a replacement in an emergency situation or due to illness, the driver must call the Transportation Director.
4. Extra-curricular trip assignments are voluntary. All trips will be assigned weekly, when possible, and on a rotating basis according to seniority. Drivers will have the opportunity to accept or refuse assigned trips as their turn occurs. The driver rotation continues its cycle when one refuses a trip or if there is a trip cancellation.

The Transportation Director will make a reasonable effort to contact drivers according to the seniority rotating list. If a trip must be assigned for the following day, the Director will make three (3) attempts to contact the appropriate driver by 5:00 p.m. If that driver cannot be reached, the trip will be assigned to the next available driver on the rotation list.

5. If the trip requires that a substitute be used for a regular driver's route for a half-day, the regular driver will automatically deduct one and one-half (1/2) hours' wages off his/her trip pay from the total cost of the trip.

If the trip requires that a substitute be used for a regular driver's route for a full-day, the regular driver will automatically deduct three (3) hours' wages off his/her pay from the total cost of the trip.

Additionally, if the regular driver also has a shuttle run or runs which will need to be taken by a substitute, then the regular driver will not receive pay for the specific shuttle run or runs which he or she does not make that day. The daily rate of pay established for that shuttle run will be deducted from the driver's paycheck.

The purpose of these cost saving measures is to help defray transportation costs charged to schools and organizations when a substitute must be used.

6. If a driver has scheduled Personal Leave and a trip has been assigned to him/her the same day of leave, he/she is still eligible to take the assigned trip. If a driver is on Sick Leave and has been assigned a trip prior to illness, the trip may not be taken by the assigned driver and will be reassigned according to the rotating trip list.

USE OF PRIVATE VEHICLES FOR TRANSPORTING STUDENTS TO SCHOOL
FUNCTIONS (EXTRA-CURRICULAR AND CURRICULAR TRIPS)

Only employees that have been approved by the Board of Education showing evidence of liability insurance coverage may transport students to curricular and extra-curricular school activities. A maximum of twenty (20) students may be transported and the maximum of three (3) privately owned vehicles may be used for any school function.

In all cases, the liability of transportation of students in personal vehicles is covered by the Board of Education's insurance through WV BRIM, but the Board's insurance is used only as excess coverage to the driver's auto policy if it does not meet or cover costs incurred; up to \$1,000,000.00.

REFERENCE: WV School Laws 33-6-31; Omnibus Clause; 18-a-4-8b; 18-a-4-15 Amended,
18A-4-8a

DATE: 8/5/14, 11/2/09, 1/2/07, 9/18/95, 11/3/86, 8/12/85, 1/16/84, 5/2/83, 1/4/82,
1/21/80, 10/6/80, 11/21/88, 10/2/89, 2/27/90