

**TECHNICAL ASSISTANCE MEMO
STUDENT ACTIVITY TRANSPORTATION**

To: OCSD School Principals and Athletic Directors
From: Nick Kootsouradis, Assistant Superintendent
Date: May 15, 2015

The Okaloosa School District may make school buses available to school classes, clubs, and athletic groups who wish to be transported to another location to participate in an activity related to the school program. Requests for use of District school buses for out of state travel must be approved by the Superintendent or her designee. As an Okaloosa County School employee/coach, the safety of students and staff are a priority when arranging means of transportation to and from these events. The following are options for transportation that reflect our District's policy concerning student travel and safety. Notwithstanding the approved methods of student transportation set forth herein, a parent may always transport their own child to and/or from activities and events without any District approval unless the employee/coach requires the student to ride District provided transportation. All travel associated with school sponsored functions and activities are to be monitored by school personnel and shall be provided through one of the following options:

- Option 1: Traveling via school bus with District Transportation Department bus driver.** Submit Requisition for Extracurricular or Educational Field Trip Form (MIS 5060), to the Transportation Department and Student Trip Request Form (MIS 5327) to the appropriate District Administrator. If the trip is to an out-of-state location, the Student Trip Request Form (MIS 5327) must be submitted to the Superintendent for approval.
- Option 2: Traveling via school bus with team coach or club/class teacher or sponsor as a bus driver that has been trained by the District and holds a valid CDL state license.** Submit Requisition for Extracurricular or Educational Field Trip Form (MIS 5060) to the Transportation Department and Student Trip Request Form (MIS 5327) must be submitted to the appropriate District Administrator for approval. If the trip is to an out-of-state location, Student Trip Request Form (MIS 5327) must be submitted to the Superintendent for approval.
- Option 3: One way trip to activity, in-county only, via District school bus with a Transportation Department school bus driver.** Submit Requisition for Extracurricular or Educational Field Trips Form (MIS 5060) to the Transportation Department and Student Trip Request Form (MIS 5327) must be submitted to the appropriate District Administrator for approval. Written confirmation of post-activity transportation is the responsibility of the team coach or the club/class teacher or sponsor. When the activity is concluded student transportation shall be provided as follows: (i) by a student's parent/guardian when the student is signed out from the activity by their parent/guardian, or (ii) by an adult that the student's parent/guardian has given written permission for the student to be checked out of the activity by and ride with, or (iii) by another method of District approved transportation arranged by the team coach or club/class teacher or sponsor.

Option 4: Transportation of students in privately owned vehicles to/from events with written parent permission. When school personnel determine that student transportation by privately owned vehicle(s) is appropriate then a parent, or other adult agreeing to transport students in a private vehicle will request approval by submitting his/her driver's license, vehicle registration, and insurance ID card along with the completed MIS Form 5186 to the principal in a reasonable amount of time before the planned travel. The principal will follow the established procedure to determine whether approval of the request to transport students in a private vehicle is appropriate. Also, a driver history record must be cleared by the District's Transportation Department. A driver, in order to be cleared to provide student transportation, must not have more than three driving infractions within the past three years, nor have a DUI within the last ten years. Student Trip Request Form (MIS 5327) must be submitted to the appropriate District Administrator for approval. If the trip is to an out-of-state location, the Student Trip Request Form (MIS 5327) must be submitted to the Superintendent for approval.

Option 5: Traveling in Vehicles leased by District/School. Submit Requisition for Extracurricular or Education Field Trips Form (MIS 5060). Student Trip Request Form (MIS 5327) must be submitted to the appropriate District Administrator for approval. If the trip is to an out-of-state location, the Student Trip Request Form (MIS 5327) must be submitted to the Superintendent for approval and provided to the School Board. Non-district employees driving a District/School leased vehicle shall be registered and approved as a school volunteer including the completion of all required background screening. Further, the proposed driver must apply for driver record clearance through the District's Transportation Department. A driver, in order to be cleared to provide student transportation, must not have more than three driving infractions within the past three years, nor have a DUI within the last ten years.

Any request for an exception to these options shall be submitted to the Superintendent or her designee for consideration and approval.

Vehicle Information

The attached memorandum from the District's Risk Management-Insurance Department provides information on both those vehicles that are allowed and those that are prohibited for student transportation to school events and activities.

ATTACHMENTS:

OCSD POLICY 12-11- STUDENT TRANSPORTED IN PRIVATE VEHICLES

MIS 5060- REQUISITION FOR EXTRACURRICULAR OR EDUCATIONAL FIELD TRIPS

MIS 5186- AGREEMENT GOVERNING THE USE OF PRIVATE AUTOS FOR SCHOOL BUSINESS

MIS 5327- STUDENT TRIP REQUEST

RISK MANAGEMENT-INSURANCE DEPARTMENT MEMORANDUM