

The following guidelines and responsibilities are to be utilized when planning and executing student travel. Guidelines and responsibilities are established for the following areas:

- Transportation
- Trip Sponsor
- Chaperone
- Student
- Driver

Transportation Guidelines

1. **Timing:** Trips should be planned so they do not interfere with normal school bus arrival and departure times at schools.
2. **Transportation Requests:** A teacher contemplating a trip requiring use of a motor vehicle shall confer with the Principal before making arrangements for the trip. After securing the Principal's tentative approval, the teacher must make arrangements with an official of the institution or point of interest to bring a group on a visit. The teacher shall call the Transportation Department to check bus/vehicle availability three weeks prior to the trip. The teacher will complete a "Transportation Request" form that the Principal will sign if the request is approved.

The Principal shall forward the completed Bus Transportation Request form to the Schools' Transportation Department a minimum of three weeks before the date of the trip. School vehicles will be assigned on a first come, first served basis. Student activity trips take precedence over teacher travel.

Transportation requests may be disapproved because of lack of funds, unavailability of school vehicles, or unavailability of drivers.

3. **Changes in Trip Plans:** Whenever plans for an approved trip change or are canceled, the following persons should be notified as soon as possible: the teacher requesting the trip, the Principal approving the trip, the Transportation Department, and parents/guardians.
4. **Number of Students:** An activity school bus must be used any time the school-sponsored activity involves more than eighteen passengers including sponsors and coaches or would require more than two vehicles to transport students. Only school employees that are in compliance with New Mexico Administrative Code 6.41.4 are permitted to drive school vehicles when transporting students.
5. **Permission to Go on a Trip:** Each student going on a school sponsored trip must have, in advance, the written permission Student Trip Parent/Guardian Permission Form signed by parent or guardian. Parental permission may be granted at one time for a series of trips for a particular activity or sport to be taken at various times during the school year.
6. **Supervision of Students:**
 - A. On all trips involving Suburbans or automobiles there shall be a chaperone approved by the Principal in each vehicle. The approved chaperone may be the driver
 - B. On trips involving school buses, there shall be a minimum of one chaperone approved by the Principal for every 15 students on each bus in addition to the

driver. One chaperone on each bus shall be a school employee. The bus driver may not be counted as a chaperone.

- C. The trip sponsor is considered to be an approved chaperone.
7. Private vehicles shall not be used to transport a student to or from a school-sponsored activity of Los Alamos Public Schools, except by the student's parents. Parents must sign their student(s) in or out at the site of the activity or at another prearranged site.
 8. Public carriers may also be used for student transportation to school sponsored activities subject to availability of funds. Vehicles and drivers must comply with federal and state government rules and regulations.
 9. Insurance coverage for personnel, school vehicles and passengers shall be provided in compliance with the school district's insurance policies. Insurance coverage of private vehicles is limited to the district's liability policy.
 10. School employees, students and chaperones for each trip shall be advised of the Los Alamos Public Schools' regulations related to trips. The Coordinator of Transportation shall:
 - A. Design a transportation safety program;
 - B. Make sure that all regulations and procedures related to trips and daily transportation are discussed with all regularly bused students;
 - C. Schedule meetings to discuss trip regulations and procedures with coaches, club sponsors, and students who participate in extracurricular activities involving frequent trips; and
 - D. Arrange for all other students to be informed of trip regulations and procedures as scheduled by the Principal in each school.
 11. Copies of "Chaperone Responsibilities" and "Student Responsibilities" shall be available in each school vehicle. Chaperones shall review the Chaperone Responsibilities, and will read the Student Responsibilities to the students at the start of each trip.
 12. Under special circumstances, the school Principal or Coordinator of Transportation can make exceptions to these guidelines. Such exceptions will be in writing, must be in accordance with local and state law and regulation, and must be approved in advance.

Trip Sponsor Responsibilities

1. For each trip, the Principal shall appoint a trip sponsor, usually the employee requesting the trip.
2. The trip sponsor shall plan the trip, determine the students' eligibility to participate, make necessary reservations and arrangements with the location to be visited, secure Student Trip Parent/Guardian Permission Forms from the students, fill out the "Transportation Request" form, arrange for chaperones, and be responsible for financial arrangements covering transportation, meals, admission fees, and overnight accommodations, as appropriate.

3. The trip sponsor shall determine, before the trip begins, whether the students will be returned to the school or to a central stopping place. The trip sponsor shall inform the students so they can tell their parents where to pick them up.
4. The trip sponsor is responsible for the conduct of all persons, and will serve as the head chaperone on the trip.
5. The trip sponsor shall give the Principal the names and home or cellular phone numbers of all chaperones, plus passenger lists.
6. The trip sponsor will hold a meeting before the trip with the students and chaperones. Items to be covered include the trip itinerary, curfew details, and student behavior. At the secondary school level, applicable guidelines for overnight trips and the Activity Code will be reviewed.
7. The trip sponsor, in consultation with the driver, shall determine stopping times and places. If more than one bus is on the trip, the trip sponsor shall consult with the head bus driver who will inform the other drivers of planned stops and departure times. Details relating to the route of planned stops shall be filed with the building Principal prior to the trip. Deviations from the filed itinerary should be for emergencies only.
8. If an accident should occur, the trip sponsor shall be responsible for the students and shall make decisions related to the trip, such as how parents will be notified and how the trip will proceed or be modified in consultation with the appropriate District personnel.

Chaperone Responsibilities

1. Chaperones are responsible for supervising student safety and proper student conduct, as established by the district's activity, transportation, school codes and regulations, and applicable regulations of any location being visited. A copy of these "Chaperone Responsibilities" and a copy of the "Student Responsibilities" will be given to each chaperone.
2. Chaperones will review the "Student Responsibilities" with the students at the start of each trip.
3. On buses, chaperones will sit in seats centrally located, front, back and middle among the students. They shall not converse unnecessarily with the driver while the vehicle is moving. They shall make out a seating chart and expect students to adhere to the seating assignments. They shall follow the driver's direction in all matters regarding the safe operation of the vehicle and in any vehicular emergencies.
4. Chaperones will supervise their students at all times, and will not allow students to leave the presence of chaperones except for specified periods of time for specific reasons (to use restrooms, etc.) and only after specific approval.
5. On overnight trips, chaperones will either sleep in the same location as their students in dormitory style settings, or will periodically check rooms throughout the night in hotel style accommodations. In the latter case, chaperones will have a key to each room and will check each room at curfew and at least once after curfew (enter room, check bathroom). At other times, chaperones will remain alert to any unnecessary activity, which may require scheduling of late night shifts.

Chaperones will check each room after all students have vacated the room in the morning.

6. At the conclusion of a trip, the chaperones and the bus driver will check each bus or vehicle after all students have unloaded. The trip sponsor or chaperone must sign the trip ticket upon the release of the driver and write down the release time.
7. Chaperones shall not use alcohol, illegal drugs or any drugs that may impair their judgment throughout the trip, and shall not use tobacco in any vehicle or in the presence of students.

Student Responsibilities

1. Prior to the start of any out-of-town trip, students shall present the completed Student Trip Parent/Guardian Permission Forms, to the trip sponsor. Students also may need to present a medical precaution form signed by a parent or guardian. Parental permission may be granted at one time for a series of trips for a particular activity or sport.
2. Students must follow all school and transportation regulations local and state laws, and applicable regulations of any location being visited: and must obey the directions of the trip sponsor, chaperones, bus drivers, and people working at any location being visited. Specifically, students:
 - A. Shall attend school on the day of departure until the time excused by the trip sponsor;
 - B. Unless specifically approved in advance by the Principal, Athletic Director, or designee, shall travel to and from school activities only in school authorized transportation; (Under special conditions and with written arrangements made by the parent/guardian and approved by the coach or sponsor at least five days before the trip, a student can be released to a parent/guardian at the conclusion of the activity.) Students may leave an activity with their parents/guardians after presenting an authorization note to the sponsor;
 - C. Shall ride in the vehicle to which they are assigned, shall not distract the driver, shall sit in the seat assigned, shall remain seated and use seat belts where provided while the vehicle is in motion, shall not extend or throw anything through the vehicle windows, and shall follow proper procedures for disembarking and crossing streets in front of the vehicle;
 - D. Shall use emergency equipment or doors only in the case of an emergency;
 - E. Follow other trip details as outlined by the activity sponsor, and shall stay with their chaperones at all times, unless given express permission to go to a specific place (e.g., rest rooms, eating places, motels) for a specific period of time;
 - F. Shall show courtesy and respect to others and behave in a manner that does not bring discredit upon themselves or the Schools;
 - G. Shall provide information to chaperones and/or school officials concerning problems that arise;
 - H. Shall not use alcohol, drugs, or tobacco;
 - I. May take prescribed or nonprescription medicines only if prearranged with the trip sponsor;

- J. On overnight trips, shall stay in assigned rooms and observe all curfews (lights out and quiet); (The sponsor will be the only person who can change room assignments. Students of the opposite sex are not permitted in the same motel/hotel bedroom unless an adult sponsor is present.)
 - K. Shall leave all vehicles and/or premises in an acceptable condition, i.e., no trash left in vehicles; and
 - L. Shall be responsible for all personal belongings, and/or replacement of any lost or damaged equipment or property.
- 3. In the event that a trip sponsor or a chaperone has a reasonable suspicion or belief that a student is in possession or control of or has consumed or is under the influence of alcohol, drugs, or contraband, such student, his/her personal belongings, and/or his/her room may be searched and any prohibited articles or substances may be confiscated.
 - 4. Students who do not follow conduct guidelines may be sent home immediately from the trip at parents' expense, may be prohibited from attending subsequent school sponsored trips for at least one year, and also will be subject to other consequences established by existing school policy, regulations and codes. Parents/guardians will be notified as soon as practical if a student's infraction necessitates any of these actions.

Driver Responsibilities

- 1. Each driver on a school-sponsored trip shall have a valid, appropriate license to operate the vehicle he/she drives. A driver of a vehicle with a seating capacity of 10 or more persons must have a Class B commercial driver's license with P (Passengers) & S (School Bus) endorsements. Vehicles used must meet inspection requirements established by law.
- 2. Each driver shall have copies of these guidelines posted in the vehicle and an activity trip ticket for that trip.
- 3. Each driver shall have in his or her possession a seating chart prepared by the chaperone for the vehicle, showing where each passenger is sitting.
- 4. If more than one vehicle is used on a trip, the Coordinator of Transportation will designate one driver as the head driver, who will drive the lead vehicle. The vehicles will drive in convoy to the destination with each vehicle in sight of the one immediately in front and the one immediately behind. No passing of one convoy vehicle by another is permitted. Vehicles should be spaced so they do not impede traffic.
- 5. Vehicles will not stop, except in an emergency, unless the stop has been announced by the trip sponsor and included on the trip ticket.
- 6. The trip sponsor in cooperation with the driver, or head driver if more than one vehicle is on the trip, will determine what stops are to be made and for how long. Vehicles will make the same stops at the same times. The head driver will inform the other drivers of planned stops and times.
- 7. While the vehicle is in motion, the driver shall make all decisions concerning the operation of the vehicle.
- 8. Each vehicle driver is expected to follow standard practices in dealing with normal and hazardous driving conditions.

9. In the event of an emergency, one vehicle shall stop and the driver assist as needed.
10. In matters of student discipline in the vehicles, drivers have the same authority as classroom teachers.
11. Drivers shall converse with passengers no more than necessary while their vehicles are moving.
12. Drivers are not permitted to drive more than 8 continuous hours or more than 10 total hours during any 24 hour period.
13. A driver's duty day shall not exceed 15 total hours during any 24-hour period.
14. At the end of each trip, the bus driver and chaperone shall inspect the bus for cleanliness and damage. The driver shall report all damage to the Coordinator of Transportation who will report it to the Principal or Athletic Director. The bus driver shall have the chaperone inspect the bus, sign and put the release time on the trip ticket prior to the bus leaving the school.
15. If an accident should occur, drivers, trip sponsors, and chaperones should follow state accident procedures outlined in these Guidelines and in the New Mexico Standards for School Bus Operation. If excessive emergencies or delays are encountered, provision shall be made to notify the students' parents and/or guardians.

The driver shall decide whether the vehicle should be evacuated, shall supervise any evacuation, shall set out emergency equipment, and shall make other decisions related to the vehicle.
16. In case of an accident, the driver shall refer to the accident procedure packet, which is located in each school vehicle.
17. School bus drivers must drive with the speed of the traffic, if possible, without going faster than the posted speed limit or at an unsafe speed.