

GREENWICH PUBLIC SCHOOLS
Greenwich, Connecticut

Policy E-051 – OTHER ADMINISTRATIVE OPERATIONS

Procedure E-051.27 - SCHOOL TRIP TRANSPORTATION

State law holds school districts responsible for the safety and well-being of students whenever they permit anyone to transport students.

Coach & Yellow Bus Services

Athletic and field trip transportation may be handled in part by private transportation companies operating under arrangements independent of other school transportation contracts, consistent with all purchasing, bidding, and insurance requirements. All coach and yellow bus services including but not limited to the regular school student transportation provider must meet the Town's insurance requirements, including but not limited to \$5 million of excess liability, regardless of funding source (school/program budgets, PTAs, etc.).

Each year the District selects a coach bus company through a competitive bidding process. Selected companies meet all Town of Greenwich requirements and have a variety of types and sizes of vehicles for different needs. Schools and programs must contact the school's regular school bus company for yellow busses and the selected coach bus provider for all school sponsored trips. To confirm booking schools/programs must provide a) a requisition number if using a school/program budget, or b) memo on school letterhead indicating payment will be made by the PTA or from a student activity fund.

If and only if the selected providers cannot provide a vehicle, schools may contact other bus companies about their availability, prices, etc. However arrangements may not be finalized, nor can another carrier be used, without securing written proof that the company meets all Town insurance requirements, available through the purchasing department or business services.

Parent Drivers

The District discourages the use of parent drivers and encourages administrators and others involved with planning field trips to arrange and pay for appropriate transportation using approved transportation providers. Under limited circumstances, parent volunteers using their own private automobiles may be permitted to transport students on school-sponsored trips. In such instances, they must register in the same manner as regular school volunteers. Parent drivers must also provide the following information which is to be kept on-file in the school office:

- Photocopy of current insurance policy showing coverage limits
- Photocopy of the parent's driver's license
- Photocopy of the motor vehicle registration
- Specific information about the student passengers (names of) as well as the number of car seats used

In addition to other required information, the field trip approval form must include the distance/routes to be traveled, specific departure/arrival times for travel to and from school, the

name(s) and signature of the certified staff member assuming responsibility for the trip and the direction to parent volunteers. CGS sec. 10-235 requires that parent volunteers, including drivers, must be *under the direction of a certified staff member* as a requirement for indemnification. Permission slips must also clearly state that transportation will be provided by parent drivers and the name of the certified staff member providing direction for the activity.

Staff Drivers

Neither certified educators nor other staff are permitted to use their own private automobiles to transport students. Only Town employees with the appropriate license, using Town vehicles, may transport students. Appropriate licenses include the following types:

- A valid commercial driver's license, with a "P" (passenger) and "S" (student) endorsement; or
- A Class D license with an "A" endorsement, which authorizes operation of a "student Activity Vehicle;" or
- A Class D license with a "V" endorsement which authorizes operation of a "Student Transportation Vehicle" (Driving student to and from school) as well as a "Student Activity Vehicle."

Legal Reference: 10-186 Duties of local and regional Boards of Education re: School attendance. Hearings. Appeals to state board.
Establishment of hearing board.

10-187 appeal from finding of hearing board.

10-220 Duties of Board of Education.

10-220c Transportation of children over private roads.

Immunity from liability.

10-221 Development of policy for reporting complaints re: school transportation safety. Reporting of accidents at school bus stops.

10-273a et seq. Reimbursement for transportation to and from elementary and secondary schools.

10-280a Transportation for pupils in non-profit private schools outside school district.

10-281 Transportation for pupils in non-profit private schools within school district.

Chapter 248 Vehicle Highway Use.

14-275a Use of standard school bus required,

14-275b Transportation of Handicapped students.

14-275c regulations re: school buses and motor vehicles used to transport special education students.

14-280 Letters and signals to be concealed when not used in transporting children. Signs on other vehicles.

Procedure Revised – March 2007

Procedure Revised – July 2008