

3200: SCHOOL BUS TRANSPORTATION FOR EXTRA-CURRICULAR ACTIVITIES (AP)

Approved: 87 04 07

Amended: 25 12 02

ADMINISTRATIVE PROCEDURES

1.0 DEFINITION OF EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities are generally, but not exclusively, those activities which are organized by the staff of a school for students where –

- 1.1 the activity normally takes place outside of regular school hours, and
- 1.2 no credit is earned as a result of participation in the activity for any curricular course, and
- 1.3 where attendance is not mandatory in order to conform to school rules.

2.0 AVAILABILITY OF SCHOOL BUSES

- 2.1 School Administrators are to seek extracurricular requests through the District Transportation Department first, as well as through other commercial firms.
- 2.2 School Administrators should determine which service provider to use based on the most competitively priced option.

3.0 DISTRICT OWNED AND OPERATED BUSES

Where District Owned and Operated buses are selected.

- 3.1 Trip estimates may be obtained through the Transportation Department upon request.
- 3.2 Additional time will be charged at a prescribed annual rate each year. Any overtime and drivers' expenses incurred due to a schools' activities during curricular or extra-curricular activities shall be paid for by that school.
- 3.3 A rate per kilometer to cover the actual operating expense (fuel, oil etc.) shall be charged on all trips.
- 3.4 An annual curricular/extra-curricular transportation allowance may be granted to schools.

- 3.5 The Transportation department may schedule out-of-town trips provided that a spare bus is available for emergency use.

4.0 OVERTIME

- 4.1 Overtime earned by drivers will generally be taken as time off during those times when buses are not in operation.
- 4.2 No lunch period overtime will be charged by drivers if an uninterrupted two-hour period is provided during the trip.
- 4.3 On overnight trips, time charged will cease when the bus is parked for the night and will resume at start-up time the following morning.
- 4.4 Drivers may start later in the day to allow an eight hour straight time shift.

REFERENCES

Pacific Rim School District Policy for School Bus Transportation for Extracurricular Activities
Pacific Rim School District Admin Procedure for the Conveyance of Students
Pacific Rim School District Admin Procedure for Field Trips