

SPONSOR GUIDELINES FOR BUSES/SMALL VEHICLES

The sponsors are in charge of the students, so the driver can give full attention to their driving responsibilities. **If the driver is dissatisfied with student conduct, they should communicate directly with the sponsor(s) to correct the situation, either while the activity is in progress or at the end of the activity.**

Trip requests should be submitted two (2) weeks in advance. All pertinent information should be filled in on the left hand side of that request. Sponsors need to be prepared to pay for parking fees, toll road fees, etc. Please notify the Transportation Department as soon as possible if your trip has been cancelled. **At the end of the trip, sponsors need to sign the trip sheet, do a post-trip inspection of the bus** and are encouraged to leave comments regarding the driver's performance and capabilities. There **may** be a charge of **\$60.00 to clean each bus per field trip (i.e. 2 buses going to Denver Zoo will be \$120.00 to clean)**, and/or **\$30.00 to clean small vehicles**, which could be added to the total cost of the trip that is taken from the sponsors budget. These charges will only apply if the bus is not cleaned on the inside prior to the group leaving the bus when they return to their point of origin.

Decisions regarding initial transportation to an activity will rest with the Transportation Supervisor. It is the driver's responsibility to check road and weather conditions prior to departing for the return trip, and they have the authority to make decisions while on the trip if weather and road conditions deteriorate to ensure a safe trip.

Evacuation procedures are required to be presented prior to all trips by the driver No one shall tamper with or exit from the rear emergency door or emergency windows, unless there is a true emergency.

*******Sponsors need to seat themselves on the bus in such a way that they can provide ample supervision of students throughout the bus (preferably at least one toward the rear of the bus and one toward the front of the bus). If more sponsors are on the bus they need to split up, one in the front, one in the middle, and one in the back. These are your students; we are trying to make this day special for all involved, so please let our drivers drive.**

Scheduled times for bus trips are important. Driver and sponsor may agree on additional stops, if necessary. Drivers cannot make up for lost time by speeding. Cell phones are to be used in emergency situations when needed.

*******The bus sponsor is responsible for maintaining acceptable student behavior during the loading and unloading of students, while driving, and at the time of the activity. Sponsors need to have a list of students and roll call attendance must be taken each time students board the bus. A written note must be given to the sponsor for a student to have permission to ride home with a parent or legal guardian. It is not the responsibility of the driver to chaperone students at any time.**

Sponsors need to make sure that students are reasonably quiet and orderly. It is understood that you and the students follow the driver's instructions at all times.

School buses are required to stop at all railroad crossings, and to insure everyone's safety, all passengers are to be quiet before and during crossing.

***All drivers of small vehicles have to take a small vehicle test every school year in order to drive. If you have not taken the test, then you may need to find a driver who has taken the test in order to pick up your reserved vehicle. This is a safety issue that helps cover you, the driver, and our students.

*****When you come to pick up your small vehicle, please park only in the sub spots marked on the fence facing south, or if you are using a vehicle that is parked under the covered area, you may pull that vehicle out and pull yours in. If we have an unknown vehicle parked in the incorrect spot, we may have it towed for it is an inconvenience and a safety hazard for our drivers.**

All passengers must remain in their seat at all times while the bus is in motion. Sponsors also are to remain seated, unless there is an emergency. Passengers should sit properly – facing forward with feet off of the seat. Keep aisle and exits clear. Keep hands, feet, and objects to yourself. **Shoes must be worn at all times. NO hard cleats or spiked shoes. NO changing clothes while on the bus.** No cursing, swearing, rude gestures, loud talking or hands or other body parts outside the windows. No eating or drinking on the bus, except with the bus driver's permission. Sponsors need to help enforce this rule and/or make students accountable for picking up after themselves...We would not want our students to do this in your vehicle...!!

Sponsors have the responsibility to assure that the bus is left in a clean condition acceptable to the district's standards. The driver and **the sponsor will do a post-trip "walk-thru" to assure that the bus is clean after the trip**, and all personal belongings are taken off of the bus/small vehicles. If the sponsor does not see fit to help take responsibility for their students, then there may be no further requests granted for that sponsor and/or a cleaning fee may be assessed. We must pay our drivers to clean the bus if the sponsor does not handle it as required and that expense is passed on to the organization.

If you have any questions, please contact the Transportation Director. The Director can help you with locating directions to your destination, consult on time frames or answer any other pertinent questions.

After the trip, please give any feedback to the Transportation Director regarding the driver's performance, whether the driver is good or needs improvement in any way.

Thank you for your team effort to assure that your trip is not only the safest trip possible, but is a good experience for everyone involved!