

CHARTER/TRIP REGULATIONS

The following is a list of guidelines that must be followed by staff, students, coaches and/or chaperones during charters/trips.

- A. There shall be at least one staff member present on board (teacher and/or coach) per bus.
- B. If there is more than one staff/chaperone present on a charter/trip, one must sit in the back of the bus and one sit in the front of the school bus to monitor student behavior.
- C. The responsibility for monitoring and managing student behavior on a charter/trip lies with the staff/chaperones. If the behavior of students/adults becomes a safety concern for the school bus driver, he/she has the authority to take steps to ensure the safety of the passengers.
- D. All passengers must wear appropriate footwear. Metal cleats or ice skates are not to be worn on the school bus.
- E. The passengers on a school bus are responsible for the cleanliness of the bus. All school buses will be equipped with at least one trash container, with additional liners available if a bag becomes full.
- F. No eating or drinking is allowed on school buses. However, drivers may use discretion in allowing eating and drinking on the bus when a trip lasts more than two hours one way.
- G. If inclement weather occurs during a trip/charter, the school bus driver will take steps to ensure the safety of all passengers. This may include returning to Biddeford earlier or later than scheduled.
- H. **ALL** passengers must follow all rules posted on the school bus.
- I. A passenger manifest listing all passengers per bus must be submitted to the building administrator prior to departure.
- J. All school buses are equipped with an AM/FM radio. The volume **must** be adjusted to a level that allows safe operation of the school bus by the driver. Passengers with personal stereos must use headphones.

- K. It is the responsibility of the staff/chaperones/coaches to know the above guidelines and to review them with all persons participating in the trip/charter.

Violation of the above guidelines may result in loss of future bus privileges.

Adopted: April 27, 1999