

Transportation for Student Activities  
/ Out of Town Routes

Sweetwater County School District #1 believes in maintaining the safety and security of all students and staff. It shall be the policy of Sweetwater County School District #1 to use school buses or other district vehicles for the transportation of students participating in extra-curricular or co-curricular activities, and routes outside of town, for example: Farson, Point of Rocks, Superior and Sweeney Canyon/Arrowhead Springs.

The use of activity buses will be under the following conditions:

1. When using regulation school buses to transport students for school-related activities / out of town routes, only trained bus drivers will be used. The Director of Transportation/designee will assign the activity driver.
2. The assigned driver shall not exceed fifteen (15) hours on duty in a twenty-four hour (24) period with a maximum of ten (10) hours behind the wheel. A driver must have eight (8) hours of continuous rest before resuming duty. The driver should stop every two (2) hours or 150 miles for fifteen (15) minute break.
3. No trip/activity should be scheduled to return later than 1:00 a.m., unless prior arrangements are made with the Director of Transportation.
4. For safety and records purposes, prior to departure, the coach or sponsor must have on file in the Transportation Office, an activity trip itinerary including departure time from the school, the anticipated return time, motel arrangements, meals, scheduled activities and any other information pertaining to travel needed for the trip/activity, as well as a roster and the home phone numbers of all riders scheduled on the trip/activity. At the time of departure, the driver will be given an accurate roster of all riders and an up to date itinerary.
5. The Director of Transportation/designee will make the final decision on requiring an overnight stay if it is likely that the number of allowable "driver hours of service" will be exceeded and a relief driver cannot be provided.
6. Travel will be arranged to minimize the number of driver hours and transportation costs associated with co-curricular and extra-curricular bussing.

Any student activity requiring transportation will be requested through the appropriate district form. In order to assure that transportation and drivers are available, initial requests ~~should~~ shall be submitted to the Director of Transportation/designee no later than two (2) weeks prior to the scheduled event.

The Director of Transportation/designee is responsible for providing adequate transportation and an activity driver. Requests will be approved on a priority order, based on the time of submittal.

Inclement Weather: Decisions involving the transportation of students participating in extra-curricular or co-curricular activities or students on routes outside of town during inclement weather shall be made in the following manner always erring on the side of the safety of our students:

In the event of inclement weather, the Director of Transportation/designee will review all pertinent information to best determine current and predicted roadway conditions. The Director of Transportation/designee will use this information to determine if the activity/route will proceed. If the Transportation Director/designee deems the road is passable, the trip/route will go as planned. If the trip/route has an advisory for chain law, no unnecessary travel, closure to light high-profile vehicles, extreme blow over risk, the road is closed, or is reasonably projected to be closed, the trip will be cancelled, delayed, or re-routed. If the route has an advisory for black ice or reduced visibility, the Director of Transportation/designee, on a case by case basis, will determine if the activity/route will continue. This may include consulting with the Superintendent/Human Resource Director, the Director of Activities (High School and Junior High), the Highway Patrol, and/or the assigned activity/out of town route driver.

1. If the building principal, Activity Director, Director of Transportation/designee or bus driver feels strongly that the trip should go or not go, he can request that the decision be re-evaluated. If the individual is still uncomfortable after hearing the report, gathered by the Director of Transportation, the trip will be cancelled or re-routed.
2. If the trip is under way and roads are closed, no unnecessary travel, extreme blow over risk, closed to light or high-profile vehicles, or chain law is put in effect; the driver will proceed to the nearest safe location. The driver will contact the Director of Transportation/designee and communicate their concerns. The Director of Transportation/designee will use this information to determine if the activity/route will proceed or return as scheduled. The Highway Patrol will then be notified by the Director of Transportation/designee.
3. If travel for an activity is cancelled, the Director of Transportation/designee will notify the building principal or Activity Director. The building principal or Activity Director will notify, in turn, the coach or sponsor who will communicate to students and parents/legal guardians of the cancellation and plans moving forward. If an out of town route is cancelled or delayed, the Director of Transportation/designee will notify parents/guardians. Communication will be delivered via the District communication software.

In the event a bus becomes stranded, the bus driver and all passengers will remain in the bus to the extent safety will allow and await rescue. The driver nor any passenger shall attempt to walk for help.

Adopted: 06/12/17

Revised: 6/8/2020

Cross-referenced: IICA – Field Trip Policy

IICA – R Rock Springs Instructional Recommended Field Trips

IICA – E Request for Approval of Student Trip

IICA – R – 1 Extended Student Travel

Legal references:      Wyo. Stat. § 31-5-118  
                             Wyo. Stat. § 21-4-401  
                             Federal Motor Carrier Safety Administration Hours of Service Regulation

Chapter 2 of the Wyoming Department of Education Rules for Minimum Standards for Wyoming School Buses.

Chapter 20 of the Wyoming Department of Education Rules for Pupil Transportation.

Sweetwater County School District #1

**File: IICAB**