

**REGULATIONS:
SCHOOL RELATED TRANSPORTATION**

Date of Adoption: February 22, 2007

In order to provide school related class trips in the most efficient manner, thereby providing the appropriate learning experience for the students involved, the following procedure shall be followed.

- 1) The Business Office shall devise a schedule for use of district owned vehicles by each school building.
- 2) A Bus Reservation Slip shall be submitted to the building principal by the classroom teacher, to request use of district owned transportation.
- 3) All requested destinations, including a lunch stop if applicable, must be included on the Reservation Slip.
- 4) If approved by the building principal, the form shall be submitted to the Business Office for approval and assignment of district vehicles.
- 5) Buses will be assigned according to availability and number of participants to be involved with the requested activity.
- 6) The classroom teacher is responsible for the provision of directions to the requested destination and for the payment of any tolls, parking fees, etc. These fees are reimbursable.
- 7) The primary purpose of district vehicles is to provide transportation to and from school. The buses are not available prior to the opening of school or until they perform their last morning run, and must be back in the district, with students dispersed, in time to perform their afternoon take home run.

Scotch Plains-Fanwood Public Schools

Supersedes policy dated September 22, 1988

Exhibit: School Bus Reservation Slip 3451.32E