

To: All School Personnel
From: Evie Strader, Operations Manager
Re: Trips, Responsibility of School Personnel on all school bus trips
Date: February 14th 2019

In an effort to ensure student safety and proper behavior while on field trips, AVSTA would like all teachers, staff members and chaperones that attend field trips using school bus transportation to review the guidelines set below. We appreciate your cooperation with these guidelines to ensure that you have an enjoyable experience with us.

Lead teacher/chaperones should introduce themselves to the driver and confirm your intended destination, it is strongly recommended that the lead teacher/chaperone exchange cell phone numbers with the driver; this ensures that there is a line of communication available with your driver in the event of a change or an emergency if one should occur. Make note of the bus number located on the outside of the vehicle to ensure you return to the correct bus after your event has ended.

Groups that have multiple chaperones onboard the bus should separate themselves while riding the school bus. There should be a chaperone in the front of the bus as well as to the rear of the bus to ensure correct student behavior. Single chaperones should place themselves in a location that they are able to monitor all students and address behavior issues as needed.

Chaperones should ensure that students remain seated facing forward at all times while the bus is in motion, noise levels should be kept to a minimum so the driver can focus on the safe operation of the vehicle. Horse playing between students is not acceptable; students should keep hands and feet to themselves at all times, yelling, hanging out of seats, or throwing items out of the bus windows is not acceptable.

All passengers riding on school buses that are equipped with seat belts must wear the seat belt at all times while the vehicle is in motion; this includes ALL teachers and chaperones.

Teachers and chaperones may move around the bus while the bus is in motion to address student behavior issues **ONLY AFTER** receiving permission from the driver to do so. Students that need to be separated may only be moved apart after the driver has safely stopped and secured the bus, students may not move around the bus for any reason while the bus is in motion.

Eating and drinking is prohibited onboard the bus, during hot weather water will be allowed to be consumed. Groups that have approved meal stops will not be allowed to stop, order food, and bring it back on board. Chaperones are responsible for walking the bus at the end of the trip to ensure the vehicle is left free of any items left behind; this includes trash, water bottles, and personal items. Items of this nature will need to be cleaned up and removed from the vehicle prior to the driver leaving your site.

Cell phone use by students on board the bus is not permitted. This can cause a distraction to the driver. The only exception to this would be groups returning late at night who require students to contact parents prior to arriving back to the school site, chaperones must obtain permission from the driver to allow students to contact parents, calls should be short in duration and placed no more than 30 minutes prior to the return time to the school site.