

## NON-ROUTINE USE OF DISTRICT MANAGED TRANSPORTATION

Buses owned by the Board are used primarily for the purpose of transporting students to and from school and for school-approved activities.

“Non-routine student transportation” is defined as transportation of passengers for purposes other than regularly scheduled routes to and from school. District managed transportation may be used for non-routine trips only when approved by the Board and the trips do not interfere with routine transportation services.

All non-routine transportation will be conducted in compliance with State law. The Superintendent/designee will issue a trip permit that meets the requirements of the Ohio Administrative Code for any non-routine student transportation.

District managed transportation is available to all classes, groups or organizations within the schools in accordance with the following.

1. The use of District managed transportation is scheduled through the transportation office.
2. Fees charged to groups for the use of the vehicles are established and made part of the District regulations. Fees are not charged for student non-routine transportation for educational field trips.
3. The drivers must meet all federal, state, and District requirements for school bus drivers, and be registered with the Ohio Department of Education as a qualified bus driver.
4. The drivers ensure that the vehicles are not overloaded, emergency exits are not blocked, and that students conduct themselves in a safe and orderly manner while in the vehicles and that the vehicles are operated in a safe and lawful manner.
5. The drivers ~~of the buses~~ are responsible for reporting in writing to the transportation office the condition of vehicles, particularly any need for repair or servicing.

[Adoption date: August 14, 2001]

[Re-adoption date: November 25, 2013]

[Re-adoption date: May 11, 2015]

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File: EEAD

LEGAL REFS.: ORC 3327.01; 3327.05; 3327.10; 3327.13; 3327.14; 3327.15  
OAC 3301-83-16

CROSS REFS.: EEACD, Drug Testing for District Personnel Required to Hold a  
Commercial Driver's License  
GBQ, Criminal Record Check  
IICA, Field Trips and Excursions