

## **GUIDELINES FOR CHAPERONES AND COACHES ON EXTRA TRIPS**

Definition – Coaches, teachers, parents, and other adults accompanying an extra bus run are all chaperones and have **the primary obligation to maintain discipline on the bus.**

In the event of a safety issue, the driver has the right to return to the school for the safety of all involved.

1. Loud noises, screams, shouts, profanity, and loud bangs are driver distractions and **must be stopped by chaperones/coaches** so they do not divert the driver from his/her main function – chauffeuring the trip safely to the destination and back.
2. Plan the departure time of the trip carefully so consideration is given to the special travel limitations inherent in school bus travels.  
By law, school busses MUST stop at all railroad crossings.  
By law, school busses MUST off-load completely while fueling.
3. At the start ask the driver what the students may call him/her so as not to undermine the ongoing student/driver relationship. Even though you know the driver's name is Tom, he may wish to be addressed as Mr. Smith or Mr. Tom by the students.
4. Talk with the bus driver before departure about any special route you prefer, rest stops you want to make, meal stops, etc. **The driver has complete responsibility for the safety of the bus and the passengers** and may feel a certain route or stop is not in the best interest of safety.
5. In the event of inclement weather, after attempting to contact the Director of Transportation and a recommendation from the coach/chaperone, the driver has the sole authority whether to continue travel or return, based on road conditions, mechanical failure, etc.
6. Bluetooth speakers, radios and/or phones will not be played over the bus PA system on route to/from any athletic event unless specifically requested by coach/chaperone. The sound level may be adjusted upon request or stopped if it becomes a distraction.
7. On a trip with two or more chaperones, one should get off the bus first and supervise the discharge of passengers from the outside while one stays on the bus to maintain order inside until everyone gets off the bus. Then one chaperone should check the bus to see that no one has left anything on the bus that will be needed before the planned departure.
8. Once the group arrives at the trip destination, the head chaperone/coach should discuss the estimated departure time with the driver and they should arrive at a mutually agreed

upon time for the driver to return, and then release the driver to relax before the trip home. If the continuous presence of the bus is necessary at the destination, the driver should be notified of this prior to departure. Ask for your driver's cell phone number.

9. If you stop at McDonalds or other restaurants that extend a complimentary meal to the bus driver, never assume that one of the chaperones may partake of this meal. This is a gratuity often for the driver and coaches only.
10. At the end of the trip, **be sure** to have all the students check on, around, and under their seats for trash and their belongings, etc. **Have them deposit** trash in the waste containers provided by the driver. Remember every minute the driver must spend cleaning the bus is costing the activity fund money! Thirty (30) people can clean a bus in one (1) minute, while it could take a driver up to thirty (30) minutes to do the same work.
11. Cell phone use is permitted, but the screen light must be dim and there is no use of the flashlight or flash. Taking pictures or video is prohibited on the bus.
12. No walking, standing or climbing over the seats. The aisle must be clear at all times.
13. **EATING FOOD AND DRINKING WATER IS ALLOWED, WHEN ABSOLUTELY NECESSARY FOR A CERTAIN ALLOTTED TIME AND MONITORED BY THE CHAPERONE/COACH IN AN EFFORT TO MAKE SURE NO ONE IS CHOKING.** We bring you a clean bus. You need to make sure it is clean when you leave. Trash goes in the trash can or with you.

## **ATHLETIC TRIPS**

1. If more than one coach is on the trip, one coach should be in front and the other should be in the back in charge of the student-athletes.
2. Athletic equipment should be stored away and not worn or used at any time on the bus. IE – football pads, CLEATS, GOLF SHOES, ETC. -they destroy the floor. Equipment will not be allowed on the bus unless it is in a bag or fastened down to the bus. In the case of an accident, these items can cause harm to passengers.

## **BUS RIDING RULES PER STUDENT HANDBOOKS**

Students who ride the bus are expected to follow these rules:

1. Students will remain seated and act in a quiet manner.
2. Students are not allowed to eat or drink.
3. Please do not litter. Always use the trash container.
4. Students will not create any unsafe condition and will support the driver in making each trip safe. Nothing is ever allowed out of the windows.
5. All school rules apply while riding the bus.

6. Please obey the driver at all times.