

# ACTIVITY BUSES

Board Policy: A-23  
Adopted: April 05, 1993  
Revised: December 14, 2009

## I. General Policy Statement

The Haywood County Board of Education recognizes the need to provide activity buses for transportation for school sponsored classroom, club, band and athletic activities. Therefore, the Board shall fund the purchase of activity buses and shall require activity buses to be operated in accordance with the following policies and procedures.

## II. Assignment of Newly Purchased Buses

The director of transportation will be responsible for assigning newly purchased buses. Criteria for assignment will include: (1) the age of existing buses, (2) the number of miles on existing buses, (3) the length of trips made from each site, and (4) a schedule for replacement.

## III. Use of Activity Buses

### A. School Activities

Activity buses are purchased for the purpose of transporting students for athletic events and other school activities.

### B. Non-School Activities

Non-profit corporations or a unit of local government who provide transportation services for school-aged and preschool-aged children, their caretakers, and their instructors may contract (lease) the use of activity buses pending the approval of the Board of Education. In addition, the North Carolina International Folk Festival, Inc. (Folkmoor, USA) and Haywood Community College (Mountain Echo: A Homecoming) may contract for the use of activity buses according to the terms of House Bill 2358. The group using the bus must reimburse the school system for all costs associated with using the bus. Charges will be based on the most current cost of bus operations which includes fuel. Total payment must be submitted to Haywood County Schools within 30 days after the end of the lease Or 30 days from the date of invoice. Groups using activity buses will be required to use drivers who possess a NC Commercial Drivers License (CDL) and a School Bus Driving Certificate with "S" and "P" endorsements and is covered under organization's Worker's Compensation Insurance. The contracting group will be required to insure each activity bus for the specified time period used and shall have minimum coverage as follows:

#### Type of Coverage - Limit

CSL (Combined Single Limit) Liability - \$1,000,000/Occurance  
(Or) Split Limits - \$1,000,000/Person & \$1,000,000 per Accident  
Uninsured/Underinsured Motorist - \$1,000,000  
Medical Payment - \$5,000/person  
Hired/Non-Owned Liability - \$1,000,000

A Certificate of Insurance is required, with the borrower to have a commercial automobile liability insurance policy as proof of the limits of liability as per above, and must be furnished to the Transportation Director before a final contract is signed.

- IV. Procedure for Use of Activity Buses
- A. Activity buses will be assigned to six sites: Bethel Middle, Canton Middle, Pisgah High, Tuscola High, Waynesville Middle and the Transportation Department.
  - B. The Principal or his designee will schedule the activity buses at their school. The Transportation Director or his designee will schedule the activity buses parked at the Transportation Department. All activity trips should be scheduled in advance and will be scheduled in date order. The newest buses will be assigned to the trips that are the furthest from the school.
  - C. Schools should contact the closest site that has activity buses assigned to schedule activity trips.
  - D. The Transportation Director is authorized to change bus assignments to resolve schedule conflicts.
  - E. Schools or groups using an activity bus should determine the pick up and return time of the bus so the assigning school can schedule it for other trips. The bus should be cleaned, fueled, and returned to the assigned site after the trip is completed.
  - F. When a field trip is so planned that it will require the use of a fuel card, the school using the activity bus should secure the fuel card from the school where the bus is located and use the PIN number of the school using the bus. When using the fuel card to purchase fuel to return from a field trip, that purchase should be limited to amount of fuel needed to return to school.
  - G. The Transportation Department fuels buses on a designated schedule. If an activity bus needs fuel on an alternate day, it should be brought by the Transportation Department to be fueled.
  - H. If an athletic event or field trip is  *canceled* , it is the responsibility of the person that scheduled the trip to call and cancel the bus. If the event is  *postponed* , the person should contact the school and cancel the bus. Then he/she should determine when a bus will be available before rescheduling the event.
  - I. A Trip Report will be completed by the driver of each trip and will be immediately turned in to the office of the assigning site. The Principal or his designee will be responsible for sending the Mileage Log Reports to the Transportation Department by the last working day of each month. The Bookkeeping office will bill the school for the miles incurred.
- V. Driver Qualifications
- A. Student Activity Trips
    1. Possess a North Carolina Driver's License with a CDL with "P" and "S" endorsements.
    2. Non-school employee drivers are required to have a Health Card.
    3. Be physically able-bodied and free of any physical handicap, which might hinder safe and responsible operation of a loaded bus.
  - B. Non-student Activity Trips
    1. Possess a North Carolina Driver's License (CDL) and a School Bus Driving Certificate with "S" and "P" endorsements.
    2. Non-school employee drivers are required to have a Health Card.
    3. Meet the physical standards of Interstate Commerce Commission for interstate operation of commercial vehicles as regulated by the N. C. Department of Human Resources.
- VI. Driver/Program Sponsor Responsibilities
- A. The activity bus must be inspected prior to each trip for any mechanical defects and cleanliness of the bus. If a mechanical defect is found the driver or program sponsor is to contact the Transportation Department so the defect can be repaired prior to the bus leaving on the trip. If the bus is found to be dirty, the driver or program sponsor should contact the principal's office to have it cleaned prior to it leaving on the trip.
  - B. The bus is to be cleaned before the bus is returned to the assigned school or site. If the bus is not cleaned prior to returning it, the school or group that used the bus will be charged \$15.00.
- VII. Maintenance of Activity Buses
- The Transportation Department personnel shall be responsible for maintenance of all activity buses in accordance with requirements of the North Carolina School Bus Maintenance Program. The Transportation Director shall be authorized to withdraw from use any activity bus which requires repairs to mechanical items and is too dirty for safe operation.

**Legal References: G.S. 115C-245, -247, -248, -249, -251**