

1.8 – USE OF SCHOOL BUSES

The Van Buren School District shall consider each request for the use of any school bus by an organization other than the school; and, if permission is granted, the sponsoring organization must pay the estimated expenses for operating the bus plus the salary of the driver and the premium for additional insurance (if required). The organization making the request should use form 1.8F1- Transportation Request.

School organizations requesting buses should limit the trip to 160 miles round trip unless it is to an event sanctioned by the Arkansas Activities Association (AAA). Any trip that exceeds 160 miles round trip that is not sanctioned by the AAA must be approved by the Superintendent (or designee). Approval by the Board of Directors of the Van Buren School District may be required if the travel is extensive and requires expenditure of additional district funds.

The bus shall be driven by a Van Buren School District employee who holds a current Commercial Drivers License to operate the bus.

For events sanctioned by the Arkansas Activities Association:

The following guidelines are required:

- The organization sponsor shall complete 1.8F1 – Transportation Request and submit it to the principal a minimum of 15 school days prior to the event.
- Upon approval of the principal, he/she shall sign the request and submit it to the District Transportation Director a minimum of 10 days prior to the event.
- Upon approval of the Transportation Director, he/she shall secure a driver, schedule a bus and send a copy of the Transportation Request to the requesting school principal.

For events NOT sanctioned by Arkansas Activities Association the following guidelines are required:

- The organization sponsor should complete 1.8F1 – Transportation Request and 1.8F2 – Field Trip Reimbursement and submit them to the principal a minimum of 15 school days prior to the event.
- Upon approval of the school principal, he/she shall sign the requests (form 1.8F1 and 1.8F2), complete a Finance Office requisition to include the appropriate account codes, and submit the forms to the Transportation Director a minimum of 10 days prior to the event.
- The Transportation Director shall present the forms to the Superintendent (or his designee). If approved, the Transportation Director will secure a driver and bus and send copies of approved documents to the school principal.
- All trips not sanctioned by AAA will be subject to bus and driver availability.

Approved by Board of Education August 19, 2008