

**SUBJECT: Transportation – Use of Buses For  
Extra-Curricular Activities**

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**OBJECTIVE:**

To establish a procedure to be followed when school buses are requested for extra-curricular activities.

**GENERAL:**

Field trips, both in and out of county, are an integral part of the learning process in many areas of education.

- a. All such trips must have educational value and be approved by the Principal.
- b. Overnight trips must be approved by the Area Superintendent.
- c. Written permission for all field trips shall be obtained from parents of students involved (School Board Policy 6GX6-6303). The term “parents” includes either or both parents, legal guardian, or person with a parental relationship with the student.
- d. Any information intended for parents and students on a district-approved field trip must be printed on school/district stationery. The use of any official School Board or individual school stationery to promote non-district-approved field trips is prohibited.
- e. The parents of all K-12 students planning to go on overnight trips shall be advised that their son and/or daughter should be properly insured. They should be urged to provide “24 hour” or “around-the-clock” insurance (available through the currently authorized student accident insurer or their own agent) to cover their son and/or daughter. It shall be made clear to all parents that “at school” Student Accident Insurance will not cover overnight field trips under any circumstances. Further, and “Authorization for Trip” form signed by the parent must be on file at the school for each K-12 student in order for him/her to make the trip.
- f. On all overnight field trips, a list of all participating students and chaperones, dates of departure and return, itinerary, and mode of travel must be submitted to the Director of Risk Management at least one (1) week prior to departure.

**I. Application for use of School Buses for Extra-Curricular Trips**

- A. Application for use of school buses for the aforementioned purposes must be made to the Area Transportation Terminal no later than ten (10) working days prior to the date of the anticipated trip.

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**I. Application for use of School Buses for Extra-Curricular Trips (continued)**

1. Complete Warehouse Form W18782, “Transportation Request for Extra-Curricular Trips” in Triplicate (See Exhibit A).
  - a) Part I is filled out by the school
  - b) Part II is filled out by the Transportation Terminal Supervisor.
  - c) Part III is filled out by the Area Terminal.
  - d) Part IV is filled out by the Bus Operator.
  - e) Part V is filled out by the Administrator/Designee of Extra-Curricular Trips.
  - f) Pupil Transportation signs bottom of form.
2. Submit the completed request form to the Area Transportation terminal.

B. The Area Transportation Terminal, upon receipt of the Request Form, will approve and assign a bus and bus operator for the trip. The form copies should be distributed as follows:

1. White copy is sent to the school after Transportation Terminal approval with posted BXTT (billing) number.
2. Green copy is sent from the Area Terminal to the school after the completion of trip.
3. Yellow copy is sent to the District office after completion of trip.
4. Pink copy is retained in the Terminal Office after completion of trip.

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**II. Bus Operators' Responsibilities**

- A. The bus operator must complete the “Mandatory Pre-Trip Inspection Form” (Exhibit B) prior to daily departure from the parking lot.
  - 1. Involves thoroughly inspecting the bus for mechanical problems and damage (See Exhibit B).
- B. A list of students for each bus shall be provided to the bus operator immediately prior to each trip.
- C. Bus operator is not permitted to go any place other than where specifically stated on the request form.
- D. Use of buses shall be confined to the counties adjoining Broward County and/or a maximum distance of 100 miles round trip.
- E. Part IV of the “Transportation Request for Extra-Curricular Trips” must be completed.
  - 1. Completing the “Transportation Request for Extra-Curricular Trips”
    - a) **Student Count**-Fill in the number of students on bus.
    - b) **# of Chaperones**-Fill in the number of adults accompanying students.
    - c) **General Conduct**-Record behavior of students by checking in the corresponding box.
    - d) **Bus #**-Fill in the number of the bus used.
    - e) **Date**-Fill in the trip date.
    - f) **Bus Operator’s signature**-Signature of bus operator.
    - g) **Remarks**-Comments on the trip.

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**II. Bus Operator’s Responsibilities (continued)**

**2. Odometer Reading-Record of mileage**

- a) Return lot
- b) Leave lot
- c) Return school
- d) Leave school
- e) Total miles traveled

**III. The Transportation Terminal Supervisor should review and submit the original of all completed forms within five (5) days to the Pupil Transportation Department (3832 N.W. 10 Ave., Ft. Lauderdale).**

**III. Billing**

A. The schools are billed by the Transportation Department, which uses the BXTT number (filled in by the Area Terminal) in Part III of the “Transportation Request for Extra-Curricular Trips”. This number accesses Broward County Schools’ internal account number, which is automatically billed in the form of the WRD225 form, a form which included the bills for every Broward County School extra-curricular trip.

- 1. Once a month, Accounting breaks up the WRK225 form and sends each school the bill for their extra-curricular trips.