

1. The cost of all activity trips will be paid from local sources.
2. Travel out of the 300-mile radius requires board approval.
3. At least seven (7) days prior to an activity trip the person responsible for the activity will make a request in writing to his/her principal. The request shall be made on a form furnished by the District. If approved by the principal the request will be forwarded to the Transportation Supervisor five (5) days prior to the trip for his/her approval. One copy of the written bus request will be returned the principal. The request will contain the purpose of the trip, number of students involved, chaperon(s), time leaving, time returning and the area in which students are to be loaded.
4. Adult chaperon(s) will be required on all activity buses except for mini buses or travel within the Magic Valley. If the driver of a bus is a coach or an advisor, an additional chaperone is needed for trips outside the Magic Valley. The chaperon(s) responsibilities will be to assist the driver in maintaining passenger control.
5. Transportation emergencies that occur during activity trips should be handled by the driver and chaperon(s). Serious concerns should be reported immediately to the Transportation Supervisor.
6. There are 3 types of transportation methods in place. (1.) Use of a non-route bus, (2) use of a route bus, and/or (3) use of a bus from an outside contractor. The following are procedures for a Driver Reimbursement Program:
 - a. The District shall pay any school club or activity account that provides a driver for an activity, \$1.00 for each mile driven for the said activity; summer activities are excluded from this provision.
 - b. Schools requesting use of a non-route bus must encumber purchase orders prior to travel from their District Transportation budgets. The purchase orders are to be made payable to their school's club or activity accounts. From the same budget, \$.50 per mile for a minibus and \$1.00 per mile for a regular bus is to be paid directly to the Minidoka Transportation Department and deposited directly into the District's transportation budget to cover costs of maintenance on non-route buses.
 - c. The cost to use a route bus with a District paid bus driver will be predetermined and set each year by the District's Transportation Supervisor. Purchase orders for these trips must also be encumbered prior to travel and made directly to the Transportation Department.
 - d. Bus drivers will be paid ~~\$8.00 per hour~~ the amount set by the school board for the duration of the trip minus the drivers route pay if the trip is during regular route time.

LEGAL REFERENCE:**ADOPTED: November 18, 2002****AMENDED/REVISED: October 21, 2013**