

Transportation 2024-2025

- Extra trips
- Reimbursables
- Non-reimbursables



REQUEST FOR SPECIAL BUS USE

IMPORTANT: ALL trip requests MUST BE submitted to Transportation

10 SCHOOL DAYS prior to the date of the trip.

SCHOOL _____	TODAY'S DATE _____
TEACHER _____	DATE OF TRIP _____
GROUP _____	BEGIN LOADING PASSENGERS _____ A.M. P.M.
# OF STUDENTS _____	DEPART FOR DESTINATION _____ A.M. P.M.
# OF ADULTS _____	ARRIVE AT DESTINATION _____ A.M. P.M.
DEPART DESTINATION FOR SCHOOL OR ORIGINAL SITE _____ A.M. P.M.	
DESTINATION _____	ARRIVE AT SCHOOL OR ORIGINAL SITE _____ A.M. P.M.
CONTENT STANDARDS REFERENCE NUMBER: _____	RELEVANT CURRICULUM ATTACHED <input type="checkbox"/>
DESCRIPTION OF TRIP: (INCLUDE EXTRA STOPS, TIMES, ETC.) _____	

PURPOSE OF TRIP: (CONTRIBUTIONS TO THE TOTAL EDUCATIONAL PROGRAM) _____

TEACHER SIGNATURE _____

ADMINISTRATOR SIGNATURE _____

Signed by the Administrator

FUNDING SOURCE / CODE _____

Approved Denied

Field Trip Tracking Determination

(Please indicate answers to each question.)

- | | |
|--|--|
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Does any portion of the trip extend 100 miles beyond Idaho's Border? |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Does any portion of the trip occur outside the school week or calendar year? |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Does any portion of the trip require overnight stay? |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Is any portion of the trip competitive? |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Is any portion of the trip considered an out-of-community student performance? |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Is any portion of the trip considered an award? |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Is any portion of the trip considered a recreation event (excluding Lifetime Sports)? |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Is any portion of the trip considered a social event? |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Is any portion of the trip considered club affiliated? |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | This field trip is educational (including Lifetime Sports for high school only) and curriculum driven? |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Will the entire school attend during a single event (e.g. testing, movie, stage play or performance, lagoon, etc)? |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Will the student's (classroom) grade be affected? |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Will everyone in the class have an opportunity to participate? |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Will the trip be taken in a yellow school bus(es)? |

SUPERVISOR OF TRANSPORTATION SIGNATURE _____

Reimbursable Non-Reimbursable
 Bus # _____ Total Miles: _____

REQUEST FOR SPECIAL B

IMPO[redacted]nsportation
SCHOOL [redacted] TODAY'S DATE
TEACHER [redacted] DATE OF TRIP
GROUP Kindergarten BEGIN LOADING PASSENGERS 8:00 A.M. P.M.
OF STUDENTS 120 2 Buses DEPART FOR DESTINATION 8:15 A.M. P.M.
OF ADULTS 11 65 per Bus ARRIVE AT DESTINATION 8:30 A.M. P.M.

DEPART DESTINATION FOR SCHOOL OR ORIGINAL SITE 10:30 A.M. P.M.
DESTINATION Century Cinemas ARRIVE AT SCHOOL OR ORIGINAL SITE 10:45 A.M. P.M.
CONTENT STANDARDS REFERENCE NUMBER: SE. 4, 24 K.R.C-6a K.ODC-1 RELEVANT CURRICULUM ATTACHED

DESCRIPTION OF TRIP: (INCLUDE EXTRA STOPS, TIMES, ETC.) Load students at 8:00 a.m take to cinema, 10:15 a.m. students will load buses and return to school

PURPOSE OF TRIP: (CONTRIBUTIONS TO THE TOTAL EDUCATIONAL PROGRAM) Describe people, events and details, clearly. Recount events given specific events using collaborative discussion, determine major events and supporting details, su

TEACHER SIGNATURE [redacted]

Approved Denied

FUNDING SOURCE / CODE

Field Trip Tracking Determination

(Please indicate answers to each question.)

- Yes No Does **any portion** of the trip extend 100 miles beyond Idaho's Border?
- Yes No Does **any portion** of the trip occur outside the school week or calendar year?
- Yes No Does **any portion** of the trip require overnight stay?
- Yes No Is **any portion** of the trip competitive?
- Yes No Is **any portion** of the trip considered an out-of-community student performance?
- Yes No Is **any portion** of the trip considered an award?
- Yes No Is **any portion** of the trip considered a recreation event (excluding Lifetime Sports)?
- Yes No Is **any portion** of the trip considered a social event?
- Yes No Is **any portion** of the trip considered club affiliated?
- Yes No This field trip is educational (including Lifetime Sports for high school only) and curriculum driven?
- Yes No Will the entire school attend during a single event (e.g. testing, movie, stage play or performance, lagoon, lagoon)?
- Yes No Will the student's (classroom) grade be affected?
- Yes No Will everyone in the class have an opportunity to participate?
- Yes No Will the trip be taken in a yellow school bus(es)?

Reimbursable Non-Reimbursable

SUPERVISOR OF TRANSPORTATION SIGNATURE

Bus # _____ Total Miles: _____

This trip is to the movies for the kindergarten.

- They say The purpose of this trip is to describe people events and details clearly. Recount events given specific events using collaborative discussion determine major events and supporting detail.

Summarize visually presented material

- Ashley puts the trip on the Calendar
- She sends the yellow paper that is on the trip report back to the school and the teacher that requested the trip

Day	Date	Activity	Time	Location	Teacher	Phone	Bus
Thurs	Oct 10	LifeSports	11:20am - 12:00pm	Minico	Prof...	...	
Thurs	Oct 10	Freeman	5:45am - 7:30pm	Minico - Highland	HS Kassy	13/2	Small Bus
Thurs	Oct 10	Sticks	9:15am - 10:30am	St. Nick - Adams	Jonasmen	29/4	Small Bus
Friday	Oct 11	Swim	5:45am -	Minico - TP Pool	Jenny	65/6	Biggest Bus
Friday	Oct 11	Band	7:00am - 5:30pm	Minico - Burley HS	Barker	30/1	Big Bus
Friday	Oct 11	FFA	7:45am - 1:00pm	Minico - Elba	Stimpson	24/3	Small
Sat	Oct 12						

Ashley makes the trip card and the bag for the trip

Items in the bag:

- trip card
- keys for bus and gate
- fuel card when they arrive at Bailey's
- credit card (if long distance or overnight trips)
- trash bags (to clean the bus)
- maintenance report
- pre and post trip paper



MINIDOKA COUNTY SCHOOL DIST. 331
RUPERT, ID

VEHICLE TRIP RECORD

Driver's Name _____ Date 9-6-24

Vehicle # _____ Activity FFA

Destination Minico-Blackfoot ID

No. of Passengers 20/3

Mileage Start 87751 End 87967 Total 216 miles

Depart Time 6:45 Return Time 3:10pm Total 8.25hr.

WAGES 123.75 TOTAL MILEAGE COST 918.00

REIMB (Code 3) NON REIMB _____

DRIVER'S SIGNATURE _____

This trip request trip is for
Jump Time/ Shoshone falls.



REQUEST FOR SPECIAL B

IMPORTANT: ALL trip requests MUST BE submitted to Transportation

SCHOOL: [Redacted] TODAY'S DATE: _____
 TEACHER: [Redacted] DATE OF TRIP: _____
 GROUP: Third Grade Field Trip
 # OF STUDENTS: 34 / 2 buses
 # OF ADULTS: 8

DEPART DESTINATION FOR SCHOOL OR ORIGINAL SITE: _____ A.M. P.M.
 BEGIN LOADING PASSENGERS: 9:00 A.M. P.M.
 DEPART FOR DESTINATION: 9:15 A.M. P.M.
 ARRIVE AT DESTINATION: 9:00 A.M. P.M.
 DEPART DESTINATION FOR SCHOOL OR ORIGINAL SITE: 1:00 A.M. P.M.
 ARRIVE AT SCHOOL OR ORIGINAL SITE: 2:00 A.M. P.M.

CONTENT STANDARDS REFERENCE NUMBER: E.g. 3.1.2 standard, reading Science 3.LS.1, Unit 3, week 4 RELEVANT CURRICULUM ATTACHED

DESCRIPTION OF TRIP: (INCLUDE EXTRA STOPS, TIMES, ETC.) Leave to go to jumptime at 9:15 a.m. get to jumptime @ 9:00. stay @ jumptime from 9:00-11:00 a.m., leave jumptime to go to Shoshone Falls eat there. Shoshone Falls 11:30-12:45, leave shoshone @ 1:00 arrive back @ school by 2:00 p.m.

PURPOSE OF TRIP: (CONTRIBUTIONS TO THE TOTAL EDUCATIONAL PROGRAM) Students will get to exercise @ jumptime and then explore nature @ Shoshone Falls.

TEACHER SIGNATURE: [Redacted] ADMINISTRATOR SIGNATURE: [Redacted]

FUNDING SOURCE / CODE: _____ Approved Denied

Field Trip Tracking Determination
(Please indicate answers to each question.)

Yes No Does any portion of the trip extend 100 miles beyond Idaho's Border?
 Yes No Does any portion of the trip occur outside the school week or calendar year?
 Yes No Does any portion of the trip require overnight stay?
 Yes No Is any portion of the trip competitive?
 Yes No Is any portion of the trip considered an out-of-community student performance?
 Yes No Is any portion of the trip considered an award?
 Yes No Is any portion of the trip considered a recreation event (excluding Lifetime Sports)?
 Yes No Is any portion of the trip considered a social event?
 Yes No Is any portion of the trip considered club affiliated?
 Yes No This field trip is educational (including Lifetime Sports for high school only) and curriculum driven?
 Yes No Will the entire school attend during a single event (e.g. testing, movie, stage play or performance, lagoon, etc.)?
 Yes No Will the student's (classroom) grade be affected?
 Yes No Will everyone in the class have an opportunity to participate?
 Yes No Will the trip be taken in a yellow school bus(es)?

SUPERVISOR OF TRANSPORTATION SIGNATURE: _____ Reimbursable Non-Reimbursable
 Bus # _____ Total Miles: _____

Standards for the P.E. part for Jump Time and
Shoshone Falls for the plant and the animals.



PE Standard:
 3-5.PE.3.1.2 Regularly participate in moderate-to-vigorous physical activity that improves physical fitness (e.g., physical education class, home/school/community programs).

Science Standard:
 3-LS-1.1 Students who demonstrate understanding can: Develop models to demonstrate that living things, although they have unique and diverse life cycles, all have birth, growth, reproduction, and death in common. Supporting Content LS1.B: Growth and Development of Organisms • Reproduction is essential to the continued existence of every kind of organism. Plants and animals have unique and diverse life cycles. (3-LS-1.1)

Trip to
Nat- Su- Pah

REQUEST FOR SPECIAL I

IMPO [redacted]mitted to Transportation

SCHOOL [redacted]

TEACHER Fogelberg/Hansen

GROUP 8th Grade Trip

DATE OF TRIP 18 Apr

DEPART FOR DESTINATION 8:15 P

ARRIVE AT DESTINATION 9:30 A.M.

DEPART DESTINATION FOR SCHOOL OR ORIGINAL SITE _____ A.M.

ARRIVE AT SCHOOL OR ORIGINAL SITE 2:30 A.M.

RELEVANT CURRICULUM ATTACHED

CONTENT STANDARDS REFERENCE NUMBER: _____

DESCRIPTION OF TRIP: (INCLUDE EXTRA STOPS, TIMES, ETC.) _____

USE OF TRIP: (CONTRIBUTIONS TO THE TOTAL EDUCATIONAL PROGRAM) _____

[redacted] _____

[redacted] _____

ADMINISTRATOR SIGNATURE _____

Approved Denied

SIG SOURCE / CODE _____

Field Trip Tracking Determination

(Please indicate answers to each question.)

- No Does any portion of the trip extend 100 miles beyond Idaho's border?
- No Does any portion of the trip occur outside the school week or calendar year?
- No Does any portion of the trip require overnight stay?
- No Is any portion of the trip competitive?
- No Is any portion of the trip considered an out-of-community student performance?
- No Is any portion of the trip considered an award?
- No Is any portion of the trip considered a recreation event (excluding Lifetime Sports)?
- No Is any portion of the trip considered a social event?
- No Is any portion of the trip considered club affiliated?
- No This field trip is educational (including Lifetime Sports for high school only) and curriculum directed?
- No Will the entire school attend during a single event (e.g. testing, movie, stage play or performance)?

Weekend Trips

- Ashley gives copy of weekend trips to Boone and I to track where they are

Coleen

Weekend Trips

10/11	MINICO	FR. VOLLEYBALL	HIGHLAND HS	5:45 AM	7:30 PM	13/2	KRISSY DARRINGTON	119
10/11	ST.NICKS	PRESCHOOL	ADAMS PUMP. PATCH	9:15 AM	10:30 AM	39/4	JONATHAN	242
10/12	MINICO	FFA	ELBA ID	7:45 AM	1:00 PM	24/3	BOHLMAN/STIMPSON	0-72/0-64
10/12	MINICO	BAND	BURLEY HS	7:00 AM	5:30 PM	30/1	BRETT BARKER	0-91
10/12	MINICO	SWIM	TF POOL	5:45 AM	TBD	65/6	TERRY CRIST	201
10/13	MINICO	FFA	BILLINGS MT	12:45 PM	3:30:00 PM	1/16 36/4	RAWHIDE CLARK	241 O/NIGHT

This trip card is a reimbursable trip the school pays for the miles and wages for the driver and comes out of my budget

$$216 \times \$4.25 = \$918.00$$

The drivers are paid out of the Transportation Budget.



MINIDOKA COUNTY SCHOOL DIST. 331
RUPERT, ID

VEHICLE TRIP RECORD

Driver's Name _____ Date 9-6-24
Vehicle # _____ Activity FFA
Destination Minico-Blackfoot ID
No. of Passengers 20/3
Mileage Start 87751 End 87967 Total 216 miles
Depart Time 6:45 Return Time 3:10pm Total 8.25hr.
WAGES 123.75 TOTAL MILEAGE COST 918.00
REIMB ✓(code 3) NON REIMB _____
DRIVER'S SIGNATURE _____

The first trip card is Non-Reimbursable. The driver is paid out of the transportation budget.



MINIDOKA COUNTY SCHOOL DIST. 331
RUPERT, ID

VEHICLE TRIP RECORD

Driver's Name _____ Date 9-28-24
Vehicle # _____ Activity Cross Country
Destination Minico-Eagle Island
No. of Passengers 36/2
Mileage Start 20546 End 20888 Total 342 miles
Depart Time 6:45am Return Time 9:30pm Total 15.75hrs.
WAGES \$236.25 TOTAL MILEAGE COST 1,435.50
REIMB _____ NON REIMB ✓(code 4)
DRIVER'S SIGNATURE _____

Bottom card is Non-Reimbursable for someone that has a CDL that works for our district \$2.00 instead of \$4.25.



MINIDOKA COUNTY SCHOOL DIST. 331
RUPERT, ID

VEHICLE TRIP RECORD

Driver's Name _____ Date 8-28-24
Vehicle # _____ Activity Cross Country
Destination East-Pomerelle
No. of Passengers 35/2
Mileage Start 133993 End 134068 Total 75 miles
Depart Time 2:30pm Return Time _____ Total 150.00
WAGES _____ TOTAL MILEAGE COST _____
REIMB _____ NON REIMB ✓(code 4)
DRIVER'S SIGNATURE _____

I bill the schools monthly

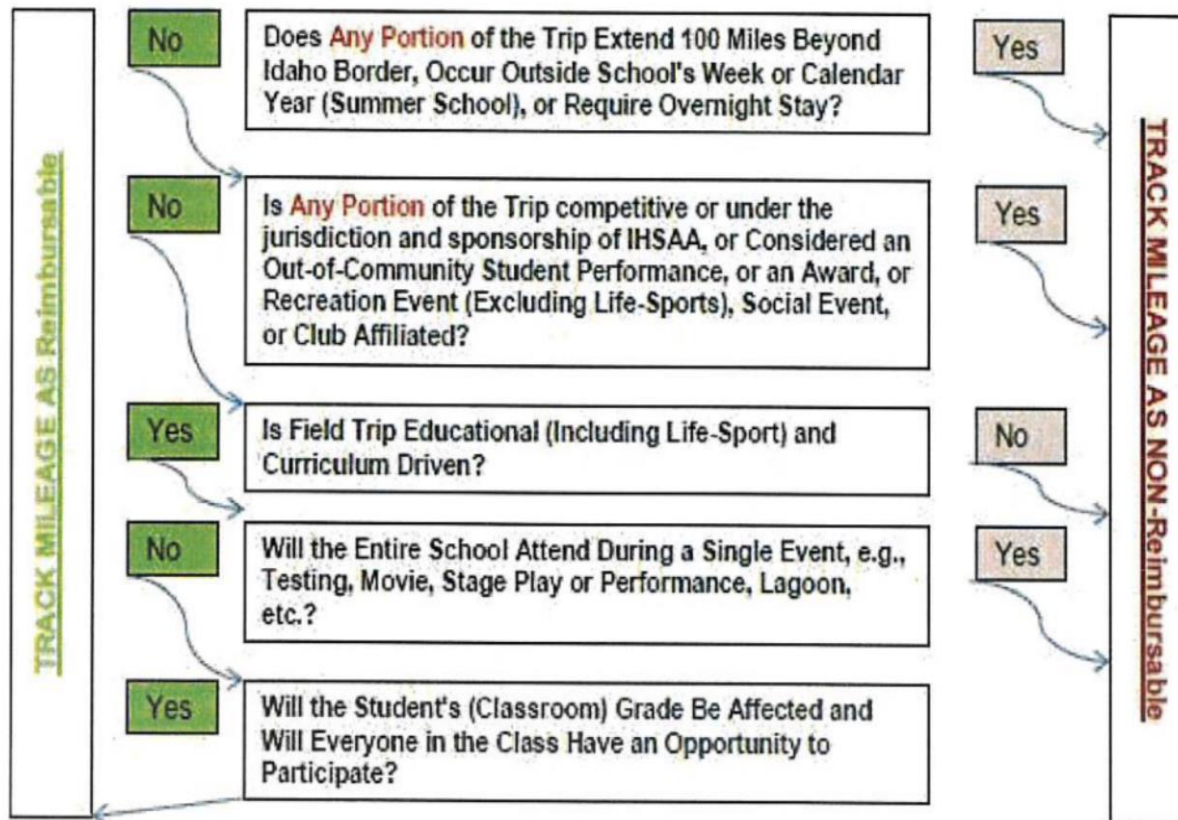
I have a page for Reimbursable and for Non-Reimbursable

Rupert Elementary- Reimbursable									
Trip ID #	Date	Activity/Trip	Origination	Destination	Total Miles	Cost Per Mile	Total Cost	Bus #	Driver
1	9-7-23	flag day	Rupert	Rupert Square	6.5	\$4.25	\$27.62	201	Terry
2	9-7-23	flag day	Rupert	Rupert Square	6	\$4.25	\$25.50	143	Susan F.
3	9-7-23	flag day	Rupert	Rupert Square	5	\$4.25	\$21.25	144	Denise
September total							\$74.37		
4	11-7-23	Vet Program	Rupert	Minico	18	\$4.25	\$76.50	117	Denise
5	11-7-23	Vet Program	Rupert	Minico	20	\$4.25	\$85.00	143	Susan F.
November total							\$161.50		
6	12-14-23	Arcadia	Rupert	Arcadis burley	81	\$4.25	\$344.25	201	Terry
7	12-14-23	Arcadia	Rupert	Arcadis burley	81	\$4.25	\$344.25	242	Thomas
December Total							\$688.50		
8	3-7-24	minico play	Rupert	minico	4.3	\$4.25	\$18.28	102	Susan Fowler
9	3-7-24	minico play	Rupert	minico	4.3	\$4.25	\$18.28	201	Terry
10	3-7-24	minico play	Rupert	minico	4.3	\$4.25	\$18.28	175	Susan Mayer
11	3-20-24	4th Grade Practi	Rupert	minico	10.9	\$4.25	\$46.33	134	Brecca
12	3-20-24	4th grade practic	Rupert	minico	11	\$4.25	\$46.75	102	susan Fowler
13	3-20-24	4th grade practic	Rupert	minico	14	\$4.25	\$59.50	115	Galan
March Total							\$207.42		
14	4-25-24	1st grade	Rupert	straw maze	31	\$4.25	\$131.75	175	Susan Mayer
15	4-25-24	1st grade	Rupert	straw maze	30	\$4.25	\$127.50	143	Susan F.
16	4-25-24	kindergarten	Rupert	pocatello	84	\$4.25	\$357.00	201	Terry
17	4-25-24	kindergarten	Rupert	pocatello	84	\$4.25	\$357.00	144	Denise
April Total							\$973.25		
18	5-8-24	4th grade	Rupert	museum	22	\$4.25	\$93.50	201	Terry
19	5-14-24	1st & 2nd	Rupert	wilson theater	2	\$4.25	\$8.50	164	LaRue
20	5-14-24	1st & 2nd	Rupert	wilson theater	8	\$4.25	\$34.00	175	Susan Mayer
21	5-14-24	1st & 2nd	Rupert	wilson theater	4	\$4.25	\$17.00	144	Denise
22	5-14-24	1st & 2nd	Rupert	wilson theater	5	\$4.25	\$21.25	143	Susan Fowler
23	5-15-24	3rd & 4th	Rupert	wilson theater	3	\$4.25	\$12.75	163	Lali
24	5-15-24	3rd & 4th	Rupert	wilson theater	8	\$4.25	\$34.00	243	Carrie
25	5-15-24	3rd & 4th	Rupert	wilson theater	8	\$4.25	\$34.00	241	Royce
26	5-15-24	3rd & 4th	Rupert	wilson theater	9	\$4.25	\$38.25	143	Susan Fowler

27	5-15-24	5th grade	Rupert	hagerman fish	150	\$4.25	\$637.50	164	LaRue
28	5-15-24	5th grade	Rupert	hagerman fish	148	\$4.25	\$629.00	201	Terry
29	5-16-24	3rd grade	Rupert	herrett	96	\$4.25	\$408.00	144	Denise
30	5-16-24	3rd grade	Rupert	herrett	98	\$4.25	\$416.50	115	Galan
31	5-16-24	4th grade	Rupert	shshone Ice	142	\$4.25	\$603.50	143	Susan Fowler
32	5-16-24	4th grade	Rupert	shshone Ice	139	\$4.25	\$590.75	242	Thomas
33	5-20-24	2nd grade	Rupert	csi	116	\$4.25	\$493.00	143	Susan Fowler
34	5-20-24	2nd grade	Rupert	csi	96	\$4.25	\$408.00	144	Denise
35	5-22-24	1st-5th	Rupert	centuny cinema	24	\$4.25	\$102.00	115	Galan
36	5-22-24	1st-5th	Rupert	centuny cinema	83	\$4.25	\$352.75	116	brecca
37	5-22-24	1st-5th	Rupert	centuny cinema	22	\$4.25	\$93.50	243	Carrie
38	5-22-24	1st-5th	rupert	centuny cinema	100	\$4.25	\$425.00	201	terry
39	5-22-24	1st-5th	rupert	centuny cinema	89	\$4.25	\$378.25	174	Sylvia
May total							\$5,831.00		

This is the state field trip curricular that we go by

SDE Field Trip Flow Chart



All allowable costs (salaries, benefits, fuel, etc.) associated with all field trips and activity trips (reimbursable or non-reimbursable) taken on "yellow school buses" should be reported on the Student Transportation Reimbursement Claim Form. Cost associated with **lodging and meals for drivers while on field trips are non-allowable costs** and should be posted to a non-reimbursable account or sub-account (e.g., 100-682410-000 or 100-681410-001) and should NOT be reported on the Student Transportation Reimbursement Claim Form.

Revenues received from non-reimbursable field trips and/or leases should be posted to a plant facility fund for the replacement of school buses. Revenues received from reimbursable field trips should be reported on the Student Transportation Reimbursement Form under "Other Revenues Received."

Mileage related to visits to colleges and universities is considered reimbursable field trip mileage if such visits are part of the school district college and career advising and mentoring plan. Mileage needs to be tracked as such.

Shuttle trip mileages for educational programs are reimbursable miles, but shuttle trips between schools for extracurricular activities or at student request are not reimbursable. Activity buses that take students and/ or athletes home after regular school hours are non-reimbursable miles.

Maintenance mileage is reimbursable if tracked and identified as such on the claim form. Examples of maintenance mileage are taking buses to and from repair facilities and test drives of buses after repairs.

Training mileage is reimbursable if tracked and identified on the claim form. Training mileage pertains to mileage incurred for new and existing drivers' behind-the-wheel and in-service training.

The Board of Trustees of Minidoka County Joint School District No. 331 encourages field trips providing their nature supplements and reinforces the objectives and materials of the unit being taught.

Provisions:

The following provisions are delineated:

1. Educational objectives which are integrated with the curriculum and coordinated with classroom activities that enhance the usefulness of the trip must be written and submitted to the principal in advance of the trip.
2. Administrative permission must be granted by the principal.
3. Only District approved transportation shall be used on field trips. A Request for Special Bus Use Form must be submitted to the Transportation Department at least ten (10) school days prior to the date of the trip.

NOTE: Personal vehicles are not District approved transportation.

4. Preliminary arrangements must be made with the place to be visited prior to the field trip.
5. Adult supervision must be adequate to meet the safety and welfare of the students. Generally, this means at least one adult for every eight to ten students.
6. Teachers shall take roll before leaving the school grounds, keep count during the trip, and take roll again before departing from the place visited.
7. Parents must be notified of the field trip by the teacher. Written permission must be given. Unless prior written permission has been given for field trip participation, the Student Travel – Field Trip Permission Form 234.00F should be completed for each student prior to leaving school grounds.
8. **There is a limit of one out-of-county and two local trips per year per grade level/class.**
9. Any extended or out of state trip (not to exceed 100 miles out of radius) should be reviewed in light of the Student Travel Policy #378.00.

LEGAL REFERENCE:

ADOPTED: Original Adoption Date Unknown

RATIFIED: August 21, 2006

AMENDED/REVISED: January 15, 2018

Policy #806 on Activity busing

POLICY TITLE: Activity Busing

POLICY NO:

806.00

Minidoka County Joint School District # 331

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The term "extracurricular" refers to activities or events which are supplements to the regular instructional program and do not involve class credit, including, but not limited to athletics, speech, debate, music, band, student groups and/or organizations, and community activities.

The use of school buses is strictly limited to school activities. Buses may not be loaned or leased to non-school groups unless permission is specifically granted by the Board. On all activity runs, buses will be operated by a qualified bus driver, and only authorized activity participants, professional staff, and chaperones assigned by the administration may ride the bus.

The determination as to whether to provide transportation for students, spectators, or participants to and from extracurricular activities shall be made solely by the District. This determination shall include, but is not limited to, the decision to provide transportation, the persons to be transported, the type or method to be utilized, all transportation scheduling and coordination, and any other transportation arrangements or decisions. Employees who are involved in extracurricular activities shall be advised by the administration as to the transportation arrangements made, if any.

District employees wishing to undertake independent arrangement, scheduling, or coordination of transportation for extracurricular activities shall do so only when specifically directed or approved by the Superintendent or his or her designee. District employees will notify the Superintendent or designee of all transportation details and/or arrangements made after authorization. District employees shall not use a personal vehicle to transport students.

While the District does not prohibit students or District patrons from arranging a carpool to provide transportation to any District facility, activity, or event, it is impractical for the District to take steps to ensure the safety of any carpool vehicle or driver. For this reason, the District and its employees shall not arrange, encourage, or take responsibility for any such carpool. The District will bear no liability associated with any carpool arrangements.

A duplicate copy of the passenger list will be made for all activity trips. One copy will remain with the professional staff member in charge on the bus and one copy will be given to the Activities Director before the bus departs.

All buses used to transport students on activity trips shall be in safe mechanical and good working condition.

At its discretion, the District may charge fees for transportation of students to and from extracurricular activities where attendance is optional.

Student Travel to/from Extracurricular or Co-Curricular Activity

Travel out of the 300-mile radius requires board approval.

At least ten (10) 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

ACTIVITY BUSING *continued*

Page 2 of 2

Supervisor five (5) days prior to the trip for his/her approval. One copy of the written bus request will be returned to 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.

Unless other travel arrangements are authorized, students will board the bus at the school designated as point of origin for the trip and will return to the point of origin in the bus. There will be no stops along the designated route to pick up or discharge students.

The only variation allowed in this regulation is the release of students to parents in a face-to-face situation at the close of the activity before buses begin the return trip. Such release will require a signed, dated note from the parent.

Responsibility for extracurricular transportation, when not provided by the District, will remain with the parent, who will be required to sign a waiver and release of claims prior to the extracurricular activity or event. Such waiver and release of claims shall remain on file at the school.

The activity must provide at least one instructor, coach, or adult sponsor for each bus on a special trip who shall be familiar with or provided a copy of this policy. The bus driver will be responsible for the safe operation of the bus. The sponsor will be responsible for supervision of students and enforcement of bus rules. Any adult designated by the principal as a sponsor will have such authority.

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.

LEGAL REFERENCE: IC § 33-512(12) Governance of Schools

IC § 33-1501 Transportation Authorized

IDAPA 08.02.02.190 Program Operations

CROSS REFERENCE: 3380 Extracurricular and Co-Curricular Participation

ADOPTED: November 18, 2002

AMENDED/REVISED: October 21, 2013; October 19, 2020; July 18, 2022;

February 26, 2024

Policy #806.00 Activity Busing

The following procedures will be used to determine driver reimbursement for activity busing:

1. The District shall pay any school club or activity account that provides a driver for an activity, according to the miles driven for said activity using the district's established activity busing reimbursement pay schedule; summer activities are excluded from this provision.
2. Schools requesting the 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 based on the per mile activity busing reimbursement pay schedule. The amount to be paid will be made directly to the Minidoka Transportation Department and deposited directly into the District's transportation budget to cover costs of maintenance on non-route buses.
3. 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 be encumbered prior to travel and made directly to the Transportation Department.
4. Bus drivers will be paid per hour according to the activity busing reimbursement pay schedule for the duration of the trip minus the driver's route pay if the trip is during regular route time.
5. If a bus is returned dirty, trash on the floor, etc., the club/activity will be contacted and required to clean the bus as it was prior to the trip.

LEGAL REFERENCE:**ADOPTED: October 19, 2020****AMENDED/REVISED: July 17, 2023**

1. How do we come up with the price we charge our schools or programs for bussing?

It comes from our state funding cab

2. Is this price adjustable?

The only adjustable we do when the coaches or staff that has a CDL we only charge them \$2.00 a mile.

3. If we give the schools some of the state reimbursement back as discretionary funds, do any of these funds trickle back to the programs?

4. Could we discuss which club/program trips are considered “educational “ therefore reimbursable, versus what isn’t?

Non Reimbursable

Any out of town trip extend 100 miles beyond Idaho border, outside of school’s week or calendar

Trips that are competitive or under the jurisdiction and sponsors of IHSAA such as award parties, recreation Events All sports, competition for FFA, Band, Choir, cheer, an any clubs, the whole school going to a play, movies, bowling, arcadia, lagoon Ect. All mini buses are always Non- Reimbursable Mileages Revenues received from non-reimbursable field trips and /or leased should be posted to a plant facility fund for the replacement of school buses.

Reimbursable

Field trip educational, the capital, parks, museums, jump time is P.E. class, Shoshone falls, ice caves, flag day, ag day, animal day, fire station, fish hatchery P.E bowling lifetime sports if they do not take the little buses the little buses are always non-reimbursable

See policy #234 on Field trips

Note: that personal vehicles are not district approved transportation

Note: there is a limit one out of county and two local trips per year per grade level/class

Thank you for time this evening!

Any questions???