

SPECIAL PROGRAMS USE OF SCHOOL BUSES

(i.e.: Extended Day, OJT, and Vocational programs)

The School Board must approve use of the school buses included in this policy in advance on an individual program basis. School buses owned by the District School Board of Pasco County may be used to provide transportation of students for Special Programs as needed for curriculum requirements, for district, or other school sponsored programs in which the students are required or expected to participate in.

The school or department shall reimburse the cost incurred by the Transportation Department in providing these services. All reimbursements are due upon billing by the Finance Department.

School bus drivers and assistants for special programs are to be assigned by the Transportation Department.

TRANSPORTATION INSTRUCTIONS FOR SPECIAL PROGRAMS

SPECIAL PROGRAM BUS REQUESTS must be submitted twenty-one (21) days prior to the date that transportation is needed. School bus transportation availability begins at 4:30p.m. The Special Program Planning Roster is provided for you to report your specific program transportation needs and scheduled dates of service. The completed form shall be faxed to ext. 4-0491. If you have any questions call Transportation at ext. 4-0402.

SPECIAL PROGRAMS TRANSPORTATION CHARGES of \$21.00 per hour and \$1.00 per mile for each scheduled activity. Billed mileage is recorded from the activity's starting point to the ending point. It is the responsibility of the Transportation Department to determine the route to be taken.

BUS LOADS WILL NOT EXCEED 65 PASSENGERS.

Please do not ask the driver to transport more than 65 passengers. For planning purposes, the following bus loads are suggested: Elementary- 65 students, Middle- 55 students, High- 45 students. Please consult Transportation for special needs seating information.

The proper conduct of all passengers will be the responsibility of the supervising school and transportation staff. School and transportation staff are jointly responsible for the safety of the students and equipment.

Under no condition will objects be placed in the aisle or around the operating mechanism of the bus. All equipment will be placed under seats and out of the way of the driver, and the bus aisle will be kept clear at all times. Drivers are not responsible for anything left on the bus before, during or after the trip. You may contact Transportation for lost and found items following your activity.

Should a scheduled activity be cancelled for any reason, school staff shall call the Transportation office as soon as possible prior to the scheduled time so the driver will not make an unnecessary trip.

Visit us online at <http://www.pasco.k12.fl.us/transportation/>