

SUPERINTENDENT'S ADMINISTRATIVE DIRECTIVES

STUDENT TRANSPORTATION FOR CURRICULAR OR EXTRA-CURRICULAR EVENTS

PURPOSE:

The primary responsibility of the Mingo County School System is the safety of our children. As a result of this responsibility these Administrative Directives are being created to provide a framework for student transportation for school sponsored events.

EFFECTIVE DATE: August 18, 2017

1. The majority of transportation to curricular or extra-curricular school sponsored events will be by regular or special purpose school owned or approved school buses or vehicles.
2. The Principal will provide a written request to the transportation department at least 5 business days prior to the school sponsored event requesting transportation.
3. Failure of the Principal to provide such advance notice may result in denial of transportation.
4. The county realizes that certain curricular or extra-curricular school sponsored events may be for a number of students that does not require a regular or special purpose bus or vehicle.
5. The school Principal is permitted to allow private car transportation to/from curricular or extra-curricular school sponsored events with the following conditions:
 - a. Written request from the responsible school employee seeking to arrange private transportation to/from a school sponsored event
 - b. Written permission from the parents of all students being transported must be hand-delivered to the principal or his/her designee
 - c. Verification of insurance and license from the transporting adult must be submitted to the principal/designee
6. Students may be permitted to ride home from curricular or extra-curricular school sponsored events with their parents or other parties with PRIOR approval from the school Principal.
7. Prior approval from the school Principal must be obtained as follows:
 - a. Written permission form signed by the parent or legal guardian of the student must be presented to the school Principal/designee and kept on file
 - b. Written permission form will designate those persons the student is permitted to ride to/from curricular or extra-curricular school sponsored events
8. It is completely in the discretion of the school Principal whether or not to allow students to ride home from curricular or extra-curricular school sponsored events in transportation other than school owned buses or vehicles.
9. The Principal may grant permission for a bus to drop a student off at their home, rather than the school or originating starting place for the trip so long as there is written permission on file with the signature of the parent or legal guardian. There may also be similar instances when a student is picked up on a main route as the bus travels to an event. The same requirements apply.

TRANSPORTATION PERMISSION FORM FOR SCHOOL SPONSORED EVENT

Complete and Sign. This form must be hand-delivered to the school principal/designee.

This form is sport/organization/activity specific. Multiple sports/organizations/ activities may be listed but any additions of these or people permitted to transport your child must be made by the parent/guardian at the school.

By signing this form: (Please read/check all items)

___ I understand that I am granting permission for my child to ride to/from the below described event or events during the 2018/2019 school year with myself or persons designated below.

___ I am also affirming that I have the authority to grant such permission for the child listed below.

___ I understand this form will apply only for event transportation arrangements that have been approved by the principal.

___ I also understand that should I wish to revoke this permission I must do so in writing to the school Principal.

Student Name: _____

Parent/Guardian Name: _____

Sport/Organization/Activity(List all and specify if the form is valid for the entire season or list a specific date):

- 1. _____ Season or specific date? _____
- 2. _____ Season or specific date? _____
- 3. _____ Season or specific date? _____
- 4. _____ Season or specific date? _____
- 5. _____ Season or specific date? _____
- 6. _____ Season or specific date? _____

List of persons permitted to transport my child to or from school sponsored events:

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

I, the parent/legal guardian, understand and agree that the school district has no responsibility for the damage or loss of the property or injury to the student on the trip/event as a result of transportation by private individuals. I also assume the risks of transportation from the trip/event and do hereby WAIVE and RELEASE the Mingo County School District, its Board members, officers, employees, agents and volunteers (including chaperones) from any and all liability for injuries or damages arising from travel from the trip/event.

Parent/Guardian Signature / Date

Principal's Signature for Approval/ Date