

Kane County School District Protocol for Bus Trips (Addendum to Policy FF)

The following are bus standards, rules and expectations for students and chaperones/advisors/coaches for activity/field trips involving students in Kane County Schools.

Student/Chaperone/Advisor/Coach Protocol for Bus Trips

1. There needs to be a ratio of one (1) chaperone/advisor per ten (10) students on activity/field trips outside the city limits. One chaperone/advisor must be designated as the lead person and will be in charge during the trip.

Exception: Utah High School Activities Association sanctioned activity trips are excluded from the one (1) chaperone per ten (10) students rule if the number of advisors/coaches does not meet the criteria. All other aspects of this policy are applicable.

2. Prior to the bus departing, the lead chaperone must explain proper bus behavior to students.
 - a) Students should remain seated unless they are moving with chaperone approval.
 - b) Students must keep their hands, feet and mouth to themselves.
 - c) Students should avoid any offensive language, gestures or acts that would violate any school or district policy (i.e., Safe Schools or Sexual Harassment policy, etc.)
 - d) The noise level should be moderate. No loud talking, yelling or screaming.
 - e) The aisles of the bus must remain open at all times. (No sitting, standing, or lying in the aisles or rear deck).
 - f) Students are required to report any inappropriate conduct to a chaperone when they become aware of it. Chaperones, in turn, need to immediately report inappropriate incidents to the lead chaperone.
 - g) Students who feel harassed, threatened or abused have an obligation to report the misconduct to an advisor/chaperone.
 - h) Trash needs to be properly disposed of in the trash cans available on the bus.
3. Chaperones/Advisors/Coaches must supervise bus students at all times.
 - a) Chaperones must be seated at the back, middle, and front of the bus at all times.
 - b) If student numbers limit the number of chaperones available and a choice has to be made as to where to sit, the priority will be back, middle and front in this order.

- c) At least one chaperone in each position will be responsible for student behavior at all times.

Precautions need to be taken to ensure that overcrowding is not an issue and that there is room for coats, blankets, pillows, etc. that take up space on the bus.

4. The bus driver's responsibility is to transport the students safely to the destination. Cooperation between the bus driver, chaperones and students is paramount. Discretion should be used by all to find a proper balance between students enjoying the trip and it becoming a distraction and disturbance.

5. Prior to the beginning of each school year, students will be required to sign this form indicating their willingness to abide by bus rules and guidelines on all trips. Chaperones need to sign this form prior to each trip unless the trip is part of a season associated with UHSAA; in which case, it can be signed once at the beginning of the season for trips associated with the activity.

Chaperone Signature Date

Student Signature Date