



Transportation Plan

GENERAL STATEMENT OF POLICY OF EXTRACURRICULAR TRANSPORTATION

The determination as to whether to provide transportation for students, spectators, or participants to and from extracurricular activities shall be made solely by the school district administration. 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.

I. ARRANGEMENT OF EXTRACURRICULAR TRANSPORTATION

School employees shall not undertake independent arrangement, scheduling, or coordination of transportation for extracurricular activities unless specifically directed or approved by the school district administration. All transportation arrangements made by a school district employee must be approved by a building administrator. If the school district makes no arrangements for extracurricular transportation, students who wish to participate are responsible for arranging for or providing their own transportation.

If any emergency transportation arrangements are made by employees pursuant to this section, the relevant facts and circumstances shall be reported to the administration as soon thereafter as practicable.

All vehicles used to transport students shall be properly registered and insured. The Business Administrator is responsible to verify the driver:

- Has a valid driver license
- Vehicle is properly registered and insured
- Each driver has a satisfactory background report
- Only authorized employees may operate and transport students via school vehicle.

Prior to each extracurricular activity in which transportation would be provided, the appropriate staff e.g. coach, chaperone, etc. will provide in writing a transportation plan that includes to and from locations, printed directions and approximate departure and arrival times.

1. Prior to each extracurricular activity in which transportation would be provided, the appropriate staff e.g. coach, chaperone, etc. will provide in writing a field trip request form signed off on by the School Director
2. A transportation plan that includes to and from locations, printed directions and approximate departure and arrival times
3. No eating or drinking in the vehicle
4. Vehicle is to be cleaned out of all trash, equipment, personal belongings, etc. upon return.
5. Keys to be returned to Executive Assistant if available or School Director upon completion of trip.
6. If while using the school vehicle; the vehicle runs out of fuel it is the driver's



responsibility to refuel the vehicle and submit receipt for reimbursement.

II. DISCIPLINE

Conduct that occurs off The Academy for Urban Scholars grounds and/or at non-school related activities may be the subject of discipline by the school administrator if the conduct has a relation to the school and has a direct effect on the general welfare of the school.

PROHIBITION FROM EXTRA-CURRICULAR ACTIVITIES

Participation in extra-curricular activities, including interscholastic sports, is a privilege and not a right. Therefore, the Governing Authority authorizes the Superintendent, School Director, and other authorized personnel employed by the school to supervise or coach a student activity program, to prohibit a student from participating in any particular or all extra-curricular activities of the school for offenses or violations of the Student Code of Conduct/Student Discipline Code.

In addition, student athletes are further subject to the Athletic Code of Conduct and may be prohibited from participating in all or part of any interscholastic sport for violations therein.

This policy shall be posted in a central location in each school building and will be available to students upon request.

DAILY TRANSPORTATION

Students who qualify for transportation with Columbus City Schools must apply for transportation at <https://www.ccsch.us/site/Default.aspx?PageID=4818>. The school will offer daily (public transportation) passes to all students until they receive an assigned route. Daily passes are provided each day they are present. This pass is offered on a single round-trip basis (i.e. home to school vice versa). Students who live within two miles from school are classified as a WALKER and therefore will not qualify for transportation.

SUSPENSION OF BUS RIDING/TRANSPORTATION PRIVILEGES

Students on a bus or other authorized vehicles are under the authority of and directly responsible to the bus/vehicle driver. The driver has the authority to enforce the established regulations for bus/vehicle conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student.

A student may be suspended from school bus/vehicle riding privileges for all or part of a school year for any violation of established regulations for bus conduct and/or for conduct occurring on the bus/vehicle in violation of the Student Code of Conduct/Student Discipline Code.

Before a suspension from bus/vehicle riding privileges is imposed, the Superintendent or other designated school personnel will provide a student with notice of an intended suspension and an opportunity to appear before the Superintendent or other designated school personnel. Disciplinary suspension periods will be commensurate with the infraction(s) committed as determined by the Superintendent or designated school personnel.

Any additional guidelines regarding conduct on school buses/vehicles, as well as general information about the school transportation program will be made available to all parents and students and posted in a central location.

