

# Stark County Board of Developmental Disabilities

Transportation Procedure 019 Non-Routine Bus Trips, Field Trips and Extra Runs and the Posting of Field Trips and Extra Runs	Effective: 9/1/2015
Chapter 5: Program Services	Page 1 of 1

**Subject: Non-Routine Bus Trips, Field Trips and Extra Runs and the Posting of Field Trips and Extra Runs**

All trips other than normal program day bus runs will be considered as field trips or extra runs. The Driver must remain with the field trip and assist with the students or individuals, with the exception of feeding, administering medication, diapering, and behavior intervention.

On all non-routine bus trips Drivers must complete a pre-trip inspection form as well as instruct passengers on general safety and emergency exits.

Ref: OAC 3301-83-16 and ORC 4511.76(C)

All field trips and extra runs will be posted on the bulletin board in the Bus Garage lounge with the following information: Field Trip date, time, location, destination, passengers involved, pick up and drop off details, equipment to be used and supervising staff. This information shall be posted by the Transportation Manager in sufficient time to allow eligible Drivers to bid on the extra run. Each posting should include a list of all Drivers in the order of eligibility.

A list of Drivers in continuous service order will be posted by the Transportation Manager. The Driver at the top of the list may have first bid for the posted extra run. If that person does not take the extra runs, the next person receives the opportunity. The person who eventually takes the run then has his/her name placed at the bottom of the list for the next extra run posting.

If no Driver signs up for a run, the Transportation Supervisor will assign a Sub Driver.