



**POLICY 2.404**

**4-B** I recommend that the Board adopt the proposed revised Policy 2.404, entitled “Use of School Buses for Field Trips.”

[Contact: Yevola Falana, PX 58312]

**Adoption**

**CONSENT ITEM**

- The Board approved development of this revised Policy at the development reading on January 6, 2010.
- The proposed policy states the circumstances for the use of buses for field trips and that buses should be used whenever practical.
- The policy further describes the allowable passengers on the buses used for field trips and provides that each school using school buses shall reimburse the finance department for the driver’s salary and other charges as billed by the transportation department.
- A proposed revision states that the School Board’s tort liability for use of school buses is governed by the provisions within Fla. Stat. §1006.21(1).
- Statutory references were also updated.

**POLICY 2.404**

**USE OF SCHOOL BUSES FOR FIELD TRIPS**

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3 1. Non-school groups shall not be authorized to the use of school buses without prior  
4 school board approval. Passengers on the buses used for field trips shall be  
5 limited to students participating in the activity and their sponsors or chaperones.  
6 Spectators and pep clubs shall not be transported on school buses.
- 7 2. Use of buses for field trips shall be approved only when the trip pertains to the  
8 course of study or to approved school activities, and buses should be used  
9 whenever practical. Sponsors shall direct their request to the principal and include  
10 a statement justifying the trip. The principal shall request transportation two weeks  
11 prior to the field trip in the manner required by the transportation department.
- 12 3. Permission as outlined in Policy 2.40~~(4)~~ shall be required.
- 13 4. It shall be the responsibility of each school using school buses to reimburse the  
14 finance department for the driver's salary and other charges as billed by the  
15 transportation department. Under no circumstances shall students be charged for  
16 school bus transportation in excess of the actual costs to the school. No student  
17 will be denied the field trip for failure to contribute towards the cost and any  
18 payments by students must be in compliance with Policy 2.21.
- 19 5. State and school board regulations for safety and conduct for the passengers shall  
20 be observed.
- 21 6. Whenever necessary and appropriate, the superintendent shall develop guidelines  
22 for limitations on the use of school buses ~~buses~~ for field trips.
- 23 7. The School Board's tort liability for use of school buses is governed by the  
24 provisions within Fla. Stat. §1006.21(1).

25 STATUTORY AUTHORITY: Fla. Stat. §§ 1001.32(2); 1001.41(2) ~~230.22~~, F.S.  
26 LAWS IMPLEMENTED: Fla. Stat. §§ 1001.32(2); 1001.41; 1006.21; 1006.22; 1006.24  
27 230.22(2); 230.23(8); 234.03(1), F.S.  
28 HISTORY: 6/12/74; 7/21/82;     /    /10

Legal Signoff:

The Legal Department has reviewed proposed Policy 2.404 and finds it legally sufficient for development by the Board.

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Attorney

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Date