

1. All school activity drivers shall meet the requirements set forth in SBE regulations and all other applicable federal, state, and district regulations and policies.
2. All laws and regulations applicable to school transportation shall apply to activity trips.
3. A school activity bus driver shall not have more than 10 hours total driving time, or more than 8 hours continuous driving time. A driver shall not be permitted to be on duty a total of more than 15 hours in a 24-hour period.
4. Private vehicles shall be used as a "last resort" to transport students to school sponsored activities.
5. Non-participants shall not be permitted to ride in activity vehicles on school-sponsored trips. Persons who are asked by a school administrator to assist with supervision or to perform a necessary function related to the purpose of the trip are considered authorized participants. In cases where such individuals are not school employees, they shall be required to sign waivers of liability as a condition of participation.
6. Any student riding in an activity vehicle shall return in the vehicle at the conclusion of the activity unless written approval is obtained from the parent/guardian and given to the activity sponsor prior to the return trip.
7. In case of an emergency involving a vehicle or student during an activity trip, the principal of the school shall be notified immediately and will take the appropriate action, including the notification of parents/guardians. In the event that the principal is not available, the sponsor(s) or other designated person(s) should contact a district administrator, who will determine what actions should be taken.
8. Lordsburg Municipal Schools shall provide property damage and bodily injury insurance, including medical liability insurance on all school buses and other school vehicles to include both in-state and out-of-state travel as required by the Tort Claims Act.
9. An activity trip ticket shall be carried in school vehicles on all out-of-district student activity trips. Sponsors are responsible for requesting an activity trip ticket from the activity transportation coordinator prior to trips.
10. On secondary co-ed activity trips, it is recommended that the sponsor(s) seat boys and girls separately to the extent possible.
11. Students shall be allowed to eat food and drink beverages on activity trips. All trash related to food/drink shall be removed from the vehicle by the students and sponsors when returned from an activity, leaving the vehicle clean and ready for its next trip. Students are required to clean the floor and/or seats should any spills occur.
12. The driver shall maintain a head count of all passengers. Sponsors shall assist by taking roll each time passengers board the vehicle during a trip.

13. **Sponsors are responsible for assuring the orderly conduct and discipline of students during the trip.**
14. **A school bus assigned to a regular bus route during route times shall not be diverted to provide transportation for activity purposes. Overcrowding of regular school buses shall not be permitted in order to free vehicles for activity trips.**