

August 29, 2017

Chief Operating Officer

Procedures for Transporting Students

TO: All Staff

FROM: Anissa Brown Dennis, Chief Operating Officer

In order to prevent potential safety, security and liability concerns, HCPSS staff members are not authorized to transport students in their vehicles unless approved according to the exceptions cited herein.

Elementary /Middle Schools:

- The transportation of students by staff, to and from school, or to any school related activity is **prohibited at the elementary and middle school levels**. Students participating in school-related and sponsored activities must be transported in a bonded, insured commercial vehicle and be supervised in transit by school personnel.

High Schools:

- Under exceptional circumstances and by submitting required documentation, approval to drive students, at the **high school level only**, may be granted by the Administrative Director and the Office of Safety, Environment, and Risk Management. Approval will only be considered for school-related/sponsored activities (a school related activity must take place at a location other than the student's school).
- Transportation of students by staff, to and from school or to any school related activity, is prohibited unless an exception is granted. Students participating in school-related and sponsored activities must be transported in a bonded, insured commercial vehicle and be supervised in transit by school personnel.
- Parents are responsible for arranging student transportation when the student is participating in off campus, school-approved activities during school hours. A signed note from the parent excusing the student from school and stating that the parent/guardian will arrange transportation to and from the activity is required before permitting the student to leave school.

Field Trips:

- Students who become a disciplinary problem while on a field trip are **not** to be transported by any members of staff. Parents are required to pick up their children from the site; or transportation will be provided on a bonded, insured commercial vehicle and students will be supervised in transit by school personnel.

Medical Situations:

- Students in need of medical services are not to be transported by staff members at any time. A call should be placed to 911 under these circumstances.

Please contact The Office of Safety, Environment and Risk Management if you have any further questions.

ABD/TS/ew