

## **Regulation Code: 6320 R&P Use of School Transportation Services**

### **Field Trips and Other Instructional Use of School Buses (Yellow Buses):**

#### 1. Guidelines:

##### a. Field trips and other instructional program uses:

- i. School buses may be used for field trips and other instructional purposes no earlier than 15 minutes after the conclusion of all morning routes and 45 minutes prior to the commencement of afternoon routes.
- ii. School buses used for field trips or other uses other than transporting students between home and school shall be limited to 100-mile round trips.
- iii. The use of school buses for field trips and similar purposes shall be consistent with any North Carolina law and regulations and Board policy governing school trips.

##### b. Middle school and high school extracurricular or after-school activity routes:

- i. Principals may request the use of yellow school buses for extracurricular or after-school activities only after the first two weeks of school.

#### 2. Requests for school bus transportation for field trips or instructional programs:

- a) Requests must be approved by the principal/designee and entered in Oracle WCS Bus Field Trip database at least three (3) weeks prior to the date of the trip.
- b) Form 3705 must be signed by the budget manager authorizing mileage charges and submitted to the Transportation Department at least two (2) weeks prior to the date of the field trip.
- c) The field trip coordinator will approve the request in Oracle and forward a copy of the request to the District Transportation Office for scheduling of the buses and drivers.
- d) The field trip coordinator will file a copy of the request for service and mileage billing purposes.
- e) A Bus Driver's and Principal's Report for extra transportation approved by the Principal/Designee shall be filed with the Transportation District office for payment of driver charges through payroll.

#### 3. Field trip billing process:

- a) The Transportation Department will bill charges for the driver's salary to the school's budget code entered into Oracle for the trip.
- b) Mileage charges are submitted to Accounting monthly for processing of a journal entry to charge the costs to the code entered into Oracle for the trip.

- c) Costs and refund rates are determined by DPI through its Refund Rate Calculator for.
- d) The mileage charge will begin and end at the home base district office of the bus used rather than at the school making the trip.

Adopted:

**Wake County Board of Education**