

# **ATHLETIC & FIELD TRIP PROCEDURE**



**April 26, 2006**

## **BUS GUIDELINES FOR ATHLETIC AND FIELD TRIPS**

1. The Athletic Director will complete seasonal bus schedules before the start of each season. A copy of the bus schedule will be given to each coach.
2. Each coach must check the bus schedule at least one week in advance to be sure a bus is scheduled and times are correct.
3. When possible the bus will arrive at the school 15 minutes before the scheduled departure time.
4. The coach/teacher involved is responsible for his/her students (athletes) and must supervise and control the team involved at all times, including:
  - a. Preparing to leave/assigned seating plan
  - b. On the bus while traveling
  - c. At the school involved, including the locker room
  - d. During the contest
  - e. If a team stops to eat
5. Stopping to eat – A stop to eat will be made when the bus will not be back in RSU 18 prior to 5 hours after most students have eaten unless the site of the contest is less than 40 miles from RSU 18. Coaches may choose to stop for the team to eat even though the site of the contest is less than 40 miles. The coach will determine where the team will stop to eat after talking with the driver about the location of restaurants or turn out areas on the return trip. The stop will be at a “low cost, fast food” type restaurant only and not a store. Students may bring a bag lunch if they do not wish to purchase food. Eating on the bus will be allowed **ONLY** when the bus is parked. Glass containers are not to be brought on the bus. The coach involved is responsible for having all litter removed after eating. Any deviation from these guidelines must be cleared through the Athletic Director before the trip involved. Drinking on the bus will be allowed while the bus is in motion. (See Consuming Liquids/Food on the School Bus Procedure.)
6. Medical Issues – Any student that has any type of medical issues that may include the consumption of food and/or drink during an athletic/field trip will be allowed to do so. The coach/teacher involved shall notify the driver of the potential for this student/chaperones medical needs. This should be done in the strictest of confidence and all confidentiality laws pertain to this type of information.
7. Unless safety is an immediate concern, the bus driver will ask the coach to deal with disruptive behavior or other concerns he/she might have with students. If the coach does not take care of the concern to the satisfaction of the driver, the driver has the authority to intervene to ensure the safe transportation of the students and staff. The driver will report any concerns they had with the trip to the Transportation Director.

8. The bus and driver will remain at the site of the contest. If the driver must leave the area, he/she will notify the coach involved.

9. Procedures if a bus does not arrive for an away athletic event:

\* IF A SCHOOL DAY – The coach will notify the athletic office. The Athletic Director or secretary will call the bus garage to deal with the situation. (If the Athletic Director or secretary is not available, the coach will call the bus garage– 465-2102)

\* IF NOT A SCHOOL DAY – THE COACH WILL CALL:

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| Athletic Director<br>(Chad Foye) | home<br>school 465-4990 |
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| Transportation Director<br>(Lennie Goff) | home 465-5165<br>office 465-2102 |
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| Trip Coordinator<br>Shannon Bizier | home<br>office 465-2102<br>Cell 314-0405 ( text preferred ) |
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# Students with Health Issues

## **Students with Health Issues:**

A student with health issues will be any student identified to have a medical condition that requires close monitoring by the Nurses, Teachers, Coaches and/or Bus Drivers while that student is in the classroom or being transported. These conditions may include, but not limited to Diabetics, Seizures, asthma, Bee Stings, or any Medical/physical condition which could place the student at risk, or jeopardize Safety in the classroom or on the bus.

## **Identification:**

Students with medical or physical conditions will be identified through School Registration, Transfers, Physicals, and Parental information. This information will be confidential and disseminated only **on a need to know basis**. The collection of this information from the schools within the district will be the responsibility of the Head Nurse.

## **Notification:**

It will become the responsibility of the Head Nurse to notify the departments within the district of a child with a medical or physical condition; these departments will include, but are not necessary limited to Athletic, Nutrition, Secretarial, and Transportation. The information to be disseminated will include the following: Student's Name, Medical/Physical condition, Age, Picture, and Medications the child must carry with them.

## **Responsibility:**

It remains the Parents responsibility to notify the School(s) of their child's medical or physical condition, and to furnish the child with the necessary medications to treat this condition while in the district's care. It is each department's responsibility to notify their employees **who need to know** of a child's condition. Provide them with the name, and picture of the child, also a list of any medications that the child will be carrying on their person.



**CONSUMING  
LIQUIDS/FOOD  
ON  
SCHOOL BUSES**



## **RECOMMENDED PROCEDURE FOR CONSUMING FOOD OR LIQUIDS ON SCHOOL BUSES**

Because of obvious safety reasons there will be no eating or drinking by a school bus driver while the bus is in motion and the driver is fulfilling their driving duties.

The bus driver may eat or drink on the bus only when the bus is not in motion and the bus is parked in a safe location.

As a district, we recognize the need to consume liquids (to prevent a possible medical situation) on the return trip home from an athletic event. To ensure the safe consumption of these liquids we have developed a procedure to follow. This procedure will be followed at all times if there is consumption of liquids on the bus while the bus is in motion.

1. No glass container of any kind will be allowed on the bus for the purpose of consuming liquids.
2. No aluminum cans of any kind will be allowed on the bus for the purpose of consuming liquids.
3. Only plastic containers will be used for the purpose of consuming liquids.
4. An athletic plastic squeeze bottle is preferred over a plastic bottle with screw top.
5. The capacity of the liquid container will not be larger than two quarts.
6. When not in use the liquid container will be secured in a way that it will not become a projectile.
  - A. Duffel bag
  - B. Gym bag
  - C. Back pack

**NOTE:** Only liquids may be consumed when bus is in motion.