# The Principal / Coach / Sponsor Activity / Field Trip Handbook




Park County School District #1

Powell, Wyoming

Board Approved: August 11, 2026

# WELCOME!

This Handbook has been provided an approved by the School Board to make your time traveling in assigned vehicles successful.

Each of us is a part of the process of traveling, driving, monitoring students, and providing instructions. The goal will be to assist one another in providing a safe, timely, and enjoyable atmosphere for students.

For questions, concerns or emergencies please contact Steve Janes, Transportation Supervisor at work: 764-6189 or cell: 202-0834.

## THE COACH'S / SPONSOR'S, ACTIVITY / FIELD TRIP HANDBOOK

Each year, Park County School District #1 will send out a variety of buses for activities other than athletic events. Simply, most of these trips are called Activity/Field Trips. Each group of students will be accompanied by appropriate coaches/sponsors and the bus driver. The information contained within is to help establish a basic structure for the driver and coaches/sponsors. Successful completion of an activity or field trip will depend on the joint cooperation and the support of the bus driver, coach, and sponsor. Since not every possibility can be covered in writing before you leave, from time to time you will need to pool your ideas, resources, talents, and common sense in resolving surprise situations that could arise.

The driver, coach, and/or sponsor are school representatives and need to evaluate their conduct and actions accordingly. Your attitude, responses, and language will set the standards and atmosphere for the students while on the bus and at the events.

## SCHOOL DISTRICT PROCEDURES

School-owned vehicles may be used as transportation for school-related student field trips and extra-curricular activities in accordance with amounts budgeted for such purposes.

Coverage of transportation expenses for all approved student field trips and activities is provided via the district's transportation budget category, and eligible costs are reimbursable[1] through the State Department of Education. In order to qualify for such reimbursement, a school-related field and/or extra-curricular trip must be in support of educational objectives.

1. The building principal (or assistant principal, if so designated) shall approve all requests for school-related field and/or extra-curricular trips

[1] An exception to Wyoming Department of Education reimbursement is cost for trips that are over 150 miles from Wyoming borders.

prior to submittal to the District's Transportation Department. Scheduling of bus services for field and/or extra-curricular trips shall be made by the Transportation Department.

2. The following regulations will apply to all activity travel which requires the use of school-owned vehicles:

- Sponsors may drive the eight (8) passenger vehicles after they have met appropriate licensing requirements, as determined by the Transportation Supervisor.
- At least two (2) adults must travel with all groups – one a "driver" and the other a "sponsor". An exception to this rule may be made for small groups traveling in a multi-purpose vehicle where the sponsor is also the driver.
- Sponsors will submit a vehicle request to the appropriate principal. **This request must be submitted to the Transportation Supervisor not later than 12:00 noon on Thursday of the week prior to the scheduled trip (or earlier if occasionally so requested due to specific circumstances)**.
- Drivers will assume responsibility for the safe operation of the bus while on the trip. Sponsors will assume responsibility for the students' behavior. However, if the driver feels that a driving hazard is being created by the students, he/she should request that the sponsor correct the problem immediately. **The driver is in charge at all times on the bus**.
- Should the bus become disabled for any reason and it is necessary for someone to leave the bus to summon help, students should remain in the bus under the supervision of a sponsor or driver.
- If inclement/adverse weather conditions, vehicle problems, etc., occur when away from home, the bus driver shall contact the Transportation Supervisor for guidance and direction as to whether or not to continue on the trip. If it becomes necessary to return home later than planned, the Principal, Assistant Principal, or Superintendent must be notified. If delayed or stalled long enough to cause concern, the Principal, Assistant Principal, or Superintendent shall notify parents about the situation.

3. All activity/field trips will have an assigned coach and/or sponsor. Activity buses will transport only assigned staff and students, as approved by the building principal. No preschool age children are permitted on any activity/field trip. Only students in the grade level of the activity will be approved to travel on activity buses to out of town activities. For example: must be a High School student to travel on a High School activity, must be a 7th or 8th grade student to travel on Middle School activities.

4. **Staff, i.e., coaches and/or sponsors, are to be seated throughout the bus.** Do not congregate up front where a front-end collision could incapacitate all adults. It is recommended that one assigned coach or sponsor be present for every twenty students.

5. Students who are involved in an accident on a bus shall not leave the scene of an accident, until they have been evaluated by emergency personnel and directed to do so by a staff member.

6. An up-to-date passenger roster to and from the event must be presented to the driver and stored in the driver's compartment. (See page 9 - item #1).

7. The coach or sponsor shall encourage students to dress appropriately for the trip and be prepared for severe weather or extreme cold temperatures. Long pants or trousers are encouraged for winter travel. All sleepwear is inappropriate. All riders of activity buses are encouraged to bring a blanket and pillow for overnight trips and during winter months. This is a precaution in case of bus breakdown or closure of roads due to severe weather conditions.

8. The buddy system shall be used for safe traveling purposes and accountability of students.

9. All non-essential luggage will be placed in the under-floor luggage compartment. Only soft-sided luggage will be allowed in the overhead. When hard-sided luggage is required to be in the passenger compartment, it will be secured to the structure of the bus. No equipment modifications will be made to accommodate luggage, props, displays, or equipment.

10. Cellular phones are allowed on the bus for students and staff for appropriate use. The protocol for cell phones on the bus is the same as in the classroom. District personnel will not be held responsible for any electronic device.

11. At the beginning of each season of sports, the Transportation Supervisor and the coach/driver/Activity Director will meet in order to cover issues pertaining to the upcoming season.

12. **District personnel shall not transport students in their own cars at any time.**

13. **Students shall not be permitted to transport other students on school-related activity trips, i.e., golf and tennis practice, student aid program, college locations.**

District school buses will be used for the sole purpose of transporting students enrolled in the district and their chaperones and/or sponsors to and from District-sponsored activities. Under circumstances of an emergency nature or by mutual agreement with other school districts in the state, the district may transport public school students, sponsors, and chaperones to and from school-sponsored activities.

Requests for trips not eligible for State reimbursement shall be handled under the following guidelines:

1. Each request will be judged on its own merits.
2. The decision as to the value of the proposed trip and whether or not trip approval should be pursued will be the responsibility of the principal involved.
3. If the principal deems the proposed trip to be worthwhile, he/she shall forward the request to the District's Central Office. Final approval for the trip will be the responsibility of the Superintendent.
4. If the trip is allowed, the group requesting the trip shall be responsible for all transportation costs.
5. The principal shall approve the means whereby funds will be raised to finance the trip, giving consideration to the purpose for which the funds are to be raised and its correlation with the district's educational program.

## RESPONSIBILITIES – DRIVER

The driver is responsible for the safe operation of transporting students, to include:

1. Conducting pre-trip inspection according to Sections VI and VII in the Activity/Route Bus Driver's Handbook.
2. Conducting safe loading and unloading procedures. State law requires that eight-way lights be used while loading and unloading students, if equipped.
3. Being prepared for emergencies, evacuations, and bus repairs and being able to report accidents and emergencies to appropriate agencies by mile marker and landmarks and having knowledge of highway identification.
4. Working with and through the coach/group sponsor in resolving discipline concerns.
5. Assuming associated coach/sponsor responsibilities in case coach/sponsor is incapacitated due to illness or injury. (This is a secondary role only for bus drivers.)
6. Obtaining advance information concerning the routes, road and weather conditions, as required prior to departure (see transportation administrative assistant for city maps).
7. Assisting the coach/group sponsor in any way possible **without neglecting the primary driving duties and responsibilities**.
8. In the event of an accident, follow the Bus Driver Accident Flow Chart (Page 23). Assessing student injuries with the coach/sponsor and directing means of evacuation. Ensuring all passengers are removed from the vehicle, if safety is not compromised.
9. Explaining the rights and responsibilities of students on the first trip of any group or activity. The driver, coaches, sponsors, and each student shall sign the Student Rights and Responsibilities form used to explain these rights. A group roster prepared by the school and attached to the form letter is not acceptable; however, this procedure may be completed by the activity director, coach, or driver prior to, or at the beginning of, the first trip for that season of activities.

The driver will be required to conduct fire and evacuation drills. These drills will include showing where the emergency equipment is kept and demonstrating location and use first aid kits, activity bags, and emergency telephone numbers. **Two forms of drills must be explained and one actual drill must occur**. Students will use the buddy system in evacuating the bus during drills and actual emergencies.

The driver will review the procedures concerning alcohol, tobacco, and controlled drugs. If there is any alcohol, tobacco, or illicit drugs on the bus, the bus is to be turned around and returned to the school at once. If inappropriate language or curse words are used toward the driver, aide, coach, and/or sponsor, the same action shall be taken. Individual action will be taken upon return according to School Board regulations and procedures.

The driver will review the procedure concerning language and gestures, remaining seated, keeping hands to self and inappropriate behavior.

10. **Explaining to all elementary, middle and high school students and their instructors or sponsors the location of emergency equipment on the bus prior to the bus leaving the school on an activity trip.** The drivers and transportation staff shall conduct a meeting at the beginning of each season's activities explaining locations and use of emergency evacuation procedures and should explain to students and staff their responsibilities during an emergency.

11. Ensuring the driver is rested for the return trip to Powell. Drivers shall have their own hotel room (see also page 19, Driving Distance and Time).

12. Remaining in vicinity of the bus, or group, at all times of informing coach/sponsor of his/her status and location. Subsequently, remaining on location until the group is safely inside the facility and until the start of the event to ensure that everyone has everything, they need off the bus.

13. Providing trip summary upon return. Use the In-House Incident/Accident Report if required.

14. Dressing appropriately for the job. Drivers are not to wear footwear such as sandals, flip-flops, or open toe shoes. **Drivers will act and dress as professionals**.

15. Clarifying the itinerary with the coach/sponsor at the beginning of the trip.

16. **Driver's day shall not exceed sixteen (16) hours on duty.** If necessary, the Transportation Supervisor will arrange to have the team stay over and return the next day or schedule replacement drivers.

17. Completing required post-trip inspection.

## RESPONSIBILITIES – COACH/SPONSOR

The coaches/sponsors are responsible for the welfare and conduct of the students on and off the bus to include, but not be limited to:

1. Maintaining correct roster of names (four lists: one for the driver, one for the principal, one for the coach, and one for the transportation office), telephone numbers, and two emergency contacts. Include any student medical concerns. Ensuring that the students are on the bus to and from the event. When students do not return on the travel bus, ensuring appropriate release forms are signed. Rosters for the return trip will be updated prior to the trip home. Rosters with last minute changes will be left in the roster boxes located by the main east exit door next to the High School gym, the north wall of Powell Middle School by the rear boiler room, and swim teams to be determined.

2. Providing a Vehicle Request, a roster, and an itinerary for each trip and submitting it to the Transportation Office by noon on Thursday of the week preceding the scheduled trip. Itineraries are not required on activity trips within the Basin area. **Rosters are required on all trips.**

3. Ensuring the students follow the bus guidelines and maintain the **safety, order, and the rights** of others.

4. Being prepared for emergencies and evacuations and being able to report accidents and emergencies to appropriate agencies by mile marker and landmarks and having knowledge of highway identification.

5. Resolving individual student situations requiring medical treatment.

6. Working with the Activity Director to ensure food and lodging sites are established and contacted beforehand. If necessary, the Transportation Supervisor will arrange to have the team stay over and return the next

day. **Drivers shall not exceed sixteen (16) hours per day on duty, or a scheduled replacement driver(s) will be used.**

7. **If boys and girls are traveling together on the same bus, ensuring that the genders are completely separated (one gender in the front half and one gender in the back half of the bus). At least one coach or sponsor must sit the middle or in a location separating the two genders. This is also recommended on field trips.**
8. Controlling inappropriate student behavior, i.e., fighting, obscenity, drinking, or other situations that might arise.
9. Ensuring that students know the location and time of bus departures.
10. Providing a follow-up report upon return, or the next school day, to the Activity Director and/or Building Principal if any problems occurred. If a serious incident has occurred, submit a detailed written report of events, actions, dates, times, witnesses, injuries, etc. Use the In-House Transportation Incident Report if required.
11. Making sure litter and debris are picked up by the students and placed in trash containers at end of each day.
12. Making sure each student has a buddy for accountability when traveling.
13. Ensuring you know location and use of safety equipment, i.e., fire extinguisher, first aid kit, cell phone. (See Cell Phone Guidelines, page 20)
14. In the event of an accident, assessing student injury along with the bus driver and directing means of evacuation.
15. The School District, coach/sponsor, and driver are responsible for the students on the trip from the time students are picked up until they are returned to the designated unloading location. **No student may be dropped off at any location other than the designated unloading location unless prior arrangements have been made between parents, the school principal, coaches/sponsors, and the Transportation Supervisor.**
16. Explaining to students their rights and responsibilities. The driver, coaches/sponsors, and each student shall sign the Student Rights and Responsibilities form used to explain these rights. A group roster prepared by the school and attached to the form letter is not acceptable.

See Rights and Responsibility on page 12. This can be done by the coach/sponsor as a preseason activity.

17. When planning trips, reviewing Driving Distance and Time on page 19.

**If the coach/sponsor and driver are at odds relative to bus operations or safety procedures and/or rules, the driver has sole authority.**

**Volunteer coaches need to follow District procedures and handbooks. The Activity Director shall be responsible for making sure that the content of this handbook is understood by volunteers.**

## COORDINATION

It is recommended that, prior to leaving Powell, the coach/sponsor contact the bus driver, Activity Director, and/or Transportation Supervisor to ensure familiarity with the procedures and to coordinate last minute details. This can be done via telephone or e-mail prior to the trip.

Items that may need discussion and coordination:

1. Seating arrangements.
2. Eating arrangements.
3. Credit cards.
4. Bus location and departure from the activity.
5. Pullover procedure, if necessary (discipline problems).
6. Up-to-date bus roster.
7. Rest/Meal stops.
8. Post 2:00 a.m. arrangements.
9. Driver's daily Hours of Service Rules. **(16 hours max on duty).**

**SUSPENSION:** If a student has been suspended from bus riding or school privileges, he or she may be suspended from activity/field trip bus riding privileges.

## BUS REGULATIONS

Alcohol, Drugs, Tobacco Abuse

1. There are two types of activity trips.

   A. The Contracted Activity Trip: These are trips such as the athletic events. These are scheduled in advance and involve other school districts. On contract trips, situations may arise that involve alcohol, tobacco, drugs, or inappropriate language. If, while en route, the problem involves a single student or a small group of students (1-4), the student(s) will not be allowed to participate in the scheduled event. Said student(s) will be returned to Powell at the student/parent expense. If, while en route, a problem involves enough students and it is determined that it would be a reasonable safety concern and in the best interest of Park County School District #1, the driver shall turn the bus around and return to Powell. Upon return to Powell, the student(s) involved will be handled according to Board AR/OP. In each event, a detailed written report will be prepared by the driver and coach/sponsor, including a description of the incident, time, location, names, and witnesses, and immediate action will be taken.

   B. The Non-Contract Trip: This is a trip such as a field trip where the school is participating without obligation to any other school. If there is any alcohol, tobacco, or controlled drugs on the bus on a non-contracted activity, the bus is to be turned around at once and returned to the school. If inappropriate language is used toward the driver, coach, or sponsor, the same action will be taken. Individual action will be taken by the respective school principal upon return, according to Board AR/OP.

   C. The driver and coach/sponsor may coordinate with the building principal/Activity Director to place a student in the custody of law authorities, if required.

   D. When inappropriate signs, communications, or gestures are made with passing motorists or pedestrians, the driver/sponsor/Activity Director may cancel the trip and return to Powell.

Seating

All students will remain in their seats while the bus is in motion. **Compartmentalized seating, used in lieu of seat belts, requires**

**passengers to remain seated and facing forward to take advantage of this safety feature.**

Inappropriate Behavior (**Safety, Order, and Rights of Others**)

Students displaying inappropriate behavior and not responding to the direction of the coach/sponsor or driver will not be allowed on future activity trips. Their names will be turned in to the Activity Director and Building Principal and their parents will be notified.

Additional rules may be incorporated to maintain specific situations that may arise as deemed necessary by the driver and/or coach/sponsor.

The driver, coach, or sponsor may assign seats. If vandalism occurs, the students will make restitution payments for damages within the seat compartment where they are seated.

Railroad Crossings and Danger Areas

While the bus is approaching and stopping at railroad crossings and danger areas, students will raise their hands and remain quiet. Students are part of the railroad crossing process.

## Driving Distance and Time

No driver shall operate a school bus while impaired through fatigue, illness, psychological trauma, and/or any other cause making it unsafe for him/her to begin or continue to operate the school bus. No driver shall remain on duty longer than sixteen (16) hours in a twenty-four (24) hour period. When the driver has reached that limit, he/she shall have at least eight (8) consecutive hours off driving duty.

Extended Day Travel: When a driver is asked to extend their day from sixteen hours on, they will be provided a break during the day of a minimum of six (6), uninterrupted by student contact, where sleep and rest are possible.

Attached is a list of towns and actual driving time to the location. This does not include loading, meal stops, inclement weather/road conditions, and/or waiting for road construction but does include rest stops approximately every 2 hours or 100 miles.

## Reimbursable Costs

Effective July 1, 1999, activity trips and field trips exceeding one hundred fifty (150) miles outside the borders of Wyoming will not be considered for reimbursement cost by the state. Therefore, the coach/sponsor shall have the cost of the trip beyond that point covered through his/her travel budget, including driver wages, room, food, and fuel.

Summer camp, unless sanctioned by the Wyoming High School Activities Association, both inside and outside of the state of Wyoming, will not be considered for reimbursement by the state, and the cost associated with the travel must be funded by the using organization.

## STUDENTS' RIGHTS AND RESPONSIBILITIES

All students participating in activities and who will be riding the bus to these activities will have a review of their rights and responsibilities. A list of those attending the meeting shall be kept at the Transportation Office. It is the responsibility of the coaches and the drivers to see that this review is completed at the beginning of each sport season. The students involved in more than one sport per year will still need to review this again with his/her new team mates. This can best be done as a preseason travel activity.

The coach or Athletic Director shall provide the Transportation Supervisor with an itinerary and a list of names and telephone numbers of students, coaches, and sponsors prior to each trip.

The Driver will review with the students the sixteen (16) basic bus rules:

1. Observe same conduct as in the classroom.
2. Be courteous; use no inappropriate language.
3. No eating or drinking on the bus, except by itinerary.
4. Keep the bus clean.
5. Cooperate with the driver and coach.
6. Do not use, possess or be under the influence of alcohol, tobacco or controlled drugs.
7. Do not be destructive.

8. Remain seated and facing forward at all times. **Compartmentalized seating, used in lieu of seat belts, requires passengers to remain seated and facing forward to take advantage of this safety feature.**
9. Keep head, hands and feet inside the bus.
10. Must not possess weapons, ammunition, knives, etc.
11. Visual and written bomb or shooting threats will be acted on at face value and "actions" will be taken.
12. While a bus is crossing railroad tracks and when loading and unloading students, students will remain quiet with all radios off. Driver will use hand signals for quiet while crossing all railroad tracks or an alternate signal while on railroad crossings on Highway 14A where on-coming traffic may misunderstand a signal. On out-of-town crossings on activity/field trips, the driver may use an alternate signal.
13. The emergency door is used for emergencies only. Students will use emergency doors only with driver's permission.
14. Students will participate in and follow all safety training as provided.
15. Bus driver is authorized to assign seats.
16. Students are to restrict their night time use of their cell phones. The light is a distraction to the bus driver.

Rule #3 is an exception. On athletic trips, the coach and driver will allow students to eat on the bus according to the coach's itinerary, but students are expected to place their trash in the wastebasket or trash bags that are distributed throughout the bus. Drink container shall be spill proof. On non-athletic events, food will not be eaten on the bus on trips of 50 miles or less.

The driver will be required to conduct fire and evacuation drills. These drills will include showing where the emergency equipment is kept and demonstrating location and use of first aid kits, activity bags, and emergency telephone numbers. Two forms of drills must be explained and one actual drill must occur. Students will use the buddy system in evacuating the bus during drills and actual emergencies.

The driver will review the procedure concerning alcohol, tobacco and controlled drugs. If there is any alcohol, tobacco or controlled drugs on the bus, the bus is to be turned around and returned to the school at once. If

inappropriate language is used toward the driver, coach and/or sponsors, the same action shall be taken. Individual action will be taken upon return according to school board policy.

The driver will review the procedure concerning language and gestures, remaining seated, keeping hands to self, and inappropriate behavior.

**IN SEATS** – All students will remain in their seats while the bus is in motion.

**LANGUAGE AND GESTURES** – No inappropriate language or gestures will be tolerated.

**HANDS TO SELF** – Students will keep their hands to themselves.

**INAPPROPRIATE BEHAVIOR/ACTIONS** – Students displaying inappropriate behavior and not responding to the direction of the coach, sponsor or driver, will not be allowed on future trips. Their names will be turned in to the Activity Director and their parents will be notified. Additional rules may be incorporated to maintain specific situations that may arise as deemed necessary by the driver, coach and/or sponsor.

Personal electronic devices with headsets are allowed.

Sleeping on the bus is difficult. It would be best to occupy your seat in a sitting position. Your ability to survive impact in case of an accident will be greater in that position.

The driver will review the procedure regarding vandalism. "Any vandalism of school property will be charged to the student or students involved."

The driver will review the procedure regarding trip preparation. "Wyoming roads and winters are unpredictable. The Transportation Department encourages all students, coaches, sponsors and drivers to be prepared for the worst conditions. All are strongly encouraged to dress appropriately for severe weather or extreme cold temperatures. Long pants or trousers are encouraged for winter travel. All riders of activity buses are encouraged to bring a blanket and pillow for overnight trips and during winter months. This is a precaution in case of bus breakdown or closure of roads due to severe weather conditions."

DECORATING BUSES

Coaches/sponsors/parents should be aware of the following guidelines for decorating buses:

1. Tape: Tape will only be blue-colored painter's masking tape.
2. Balloons: No balloons allowed on any bus.
3. Windows: Absolutely no decorations will be placed in the following windows:
    - First side window behind the driver
    - First side window behind the entry door
    - Rear windows across the back of the bus
    - Top section of any windows
4. Ceilings: No decorations hanging from the ceiling.
5. No decorations or signage shall be placed on the exterior of the bus.
6. Buses shall be decorated only for regionals or finals.
7. No paint allowed on any bus.
8. Parties that decorate a bus will have the responsibility to remove all decorations and tape before buses return to transportation.

State Statue W.S. 31-5-955. Windshields and wipers.

a) No person shall drive any motor vehicle with any sign, poster or other material or substance upon or crack within the front windshield, side or rear windows of the vehicle which materially obstructs, obscures or impairs the driver's clear view of the highway or any intersecting highway.

## STUDENT RIGHTS AND RESPONSIBILITIES

I certify that the _____team has completed the review of activity students' right, responsibilities, and safety lecture. Also they have completed at least one (1) fire evacuation drill.

_____ _____

Coach/Sponsor Signature Date

_____ _____

Bus Driver's Signature Date

List below those in attendance (use back of sheet if more room is needed):

| NAME | PHONE# | NAME | PHONE# |
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## ACTIVITY BUS

DRIVING TIME, in hours, from Powell under favorable driving conditions. Reasonable time for rest stops included approximately every 2 hours or 100 miles. **Time for loading bus, unloading and meals is not included.**

| TO | ROUTE | MILES | HOURS |
|---|---|---|---|
| Afton | via Yellowstone | 271 | 7 |
| | Via Dubois | 396 | 8 |
| Basin | | 62 | 1.25 |
| Big Piney | | 319 | 6 |
| Buffalo | via Shell | 183 | 4 |
| | via Billings | 250 | 5 |
| Byron | | 16 | .5 |
| Casper | | 240 | 4.5 |
| Cheyenne | | 417 | 8 |
| Cody | | 23 | .5 |
| Deaver | | 16 | .5 |
| Douglas | | 288 | 5.25 |
| Dubois | | 241 | 4.5 |
| Evanston | | 388 | 7 |
| Gillette | via Shell | 253 | 5 |
| | via Billings | 323 | 6 |
| Green River | | 317 | 6.5 |
| Greybull | | 55 | 1 |
| Jackson | via Yellowstone | 202 | 5.25 |
| | via Dubois | 327 | 6.75 |
| Kemmerer | | 337 | 6.75 |
| Lander | | 187 | 3.75 |
| Laramie | | 384 | 7.5 |
| Lovell | | 23 | .5 |
| Lyman/Mt. View | | 360 | 6.75 |
| Meeteetse | | 65 | 1.25 |
| Newcastle | via Shell | 329 | 6.5 |
| | via Billings | 400 | 7.5 |
| Pinedale | | 323 | 6 |
| Rawlins | | 286 | 5.75 |
| Riverton | | 163 | 3.25 |
| Rock Springs | | 304 | 6 |
| Sheridan | via Shell | 150 | 3.25 |
| Sheridan | via Billings | 220 | 4 |

| TO | ROUTE | MILES | HOURS |
|---|---|---|---|
| Ten Sleep | via Worland | 119 | 2.25 |
| Thermopolis | | 108 | 2.25 |
| Torrington | | 382 | 7.5 |
| Wheatland | | 348 | 6.5 |
| Worland | | 93 | 2 |

**MONTANA DESTINATIONS**

| TO | ROUTE | MILES | HOURS |
|---|---|---|---|
| Belfry | | 45 | 1 |
| Billings | | 92 | 2 |
| Bozeman | | 240 | 4.5 |
| Colstrip | | 206 | 4 |
| Crow Agency/ Custer Battlefield | | 165 | 3.5 |
| Huntley Project | | 112 | 2.5 |
| Laurel | | 74 | 1.5 |
| Miles City | | 240 | 4.5 |
| Red Lodge | | 59 | 1.5 |

## CELLULAR TELEPHONE GUIDELINES

1. Drivers should use the two-way radio first before using the cellular phone.
2. Use of Personal Cell Phones by Bus Drivers:
    a. Notify persons who might call you of the hours you will be occupied driving.
    b. Use only in an emergency once the bus has been pulled off the road and parked safely.
    c. If you receive a call, notify caller that you will call back at a later time. Cell phones may be used as a caller I.D. and calls may be returned when the bus is not in motion.
    d. If an emergency call comes in, stop the bus in a safe location and return the call.
    e. Emergency calls should go to the Transportation Office and then be relayed by radio.
    f. Driver shall not use cell phone when the bus is in motion.
    g. Coach/sponsor will handle any necessary calls.

## VEHICLE REQUEST AND USE OF MULTI-PURPOSE VEHICLES BY STAFF

1. As stated in the District AR/OP-EEADA, approved by the Board of Trustees on 5/11/2010, all District-owned or leased multi-purpose vehicles will be operated by individuals who serve as regular School District employees, current Board members, or Board-approved substitute drivers during the regular school year. In addition, to be able to drive a District-owned vehicle, at a minimum the driver will have maintained a driving record, as verified by his/her Motor Vehicle Department record, that shows:

    a) No more than three (3) speeding tickets in the past three (3) years;

    b) No more than one (1) at-fault accident in the past three (3) years;

    c) No DUI convictions within the past five (5) years;

    d) No racing convictions within the past five (5) years.

2. Only passengers classified as adults and those classified as being of "school age" may be transported.

3. The use of a District-owned or leased school bus or multi-purpose vehicle should be intended in support of activities that are related or closely affiliated with normal School District-sponsored instructional, curricular, or co-curricular activities.

4. In all instances School District-owned or leased school buses and multi-purpose vehicles will be scheduled on a priority for use or scheduled maintenance by Park County School District #1.

5. Multi-purpose vehicles may be used to transport students to and from assigned activities. PCSD#1 fleet numbers, #32, #33, #36, #38, #40, #41, #44 #45, #52, #54, #55, #72, #74, #79, #80 and #82 are to be considered multi-purpose vehicles (MPV's).

6. An MPV shall not carry more than nine persons. Each individual must have a factory seat intended for one person and access to and use of a seat belt (e.g. suburban-eight or nine passengers; sedans-five or six passengers). Vehicles that have not been designated as multi-purpose vehicles shall not be used to transport students.

7. Staff requests for vehicles will be submitted on Vehicle Request Forms and must arrive at the Transportation Office by noon on Thursday of the

week before the scheduled trip. Vehicles will be assigned according to the needs of the district. In all instances, School District-owned or leased school buses and multi-purpose vehicles will be scheduled on a priority for use or scheduled maintenance by the Transportation Supervisor. If no vehicle is available, a personal vehicle may be used and mileage applied for through the building principal.

8. Schedules for the week are sent out on Friday. It is the responsibility of the teacher/coach/sponsor to check the schedule and see that all information is correct.

9. The requesting group will pay for gas for the operation of the vehicle. In addition, the vehicle shall be filled up with fuel upon return to Powell. District wright express fuel cards will be checked out when necessary.

   All MPV's will be checked out and in through the Transportation Facility located at 799 Lane 9 ½. Vehicles may be checked out five days a week from 6:00 a.m. to 5:00 p.m. Monday through Friday on school days and during summer and vacation operational hours.

   Each driver will be provided with a travel folder with a variety of information, including a trip summary sheet to be completed upon return of the vehicle. Wright Express fuel card slips and other costs will be returned with the folder and will be charged out appropriately to each using group. The trip folder should be left in the vehicle, in the garage.

   Each MPV will be supplied with a gate code to enter the Transportation Facility yard after hours, the new security gate will close automatically behind you and will open automatically if you approach it in a vehicle from inside of the Transportation Facility yard after hours.

10. Vehicle problems can be reported via e-mail, telephone, or written on the log sheet.

11. **Sunflower seeds, pistachio nuts, "gummy" candies, chips, etc., are not allowed in any vehicle.**

12. Passenger vehicle requests for non-district functions:

    - District employees may make a request for district passenger vehicles to transport staff and students to non-district events. (Summer athletic events, etc.) The sponsor of such events will be responsible for all fuel expenses, as well as completing all required logs, etc. District Transportation needs will have priority over such requests.

# Bus Driver Accident Flow Chart

- Stop vehicle in safe place, turn off engine, and turn on hazard lights

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- Investigate if there are any injuries and provide safety and security for all passengers. Evacuate if safe and necessary.

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- Call 911- get police and ambulance on the scene.

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- Have students thoroughly checked out. No one refuses medical treatment if needed.

CALL -Steve Janes 307-202-0834 IF NO ANSWER
307-254-2200 call #'s below

- Jay Curtis 307-272-7710
- Christy Schwartz 307-899-2189
- Scott Castleberg 231-373-5407

Coaches are responsible for following their accident protocol sheet.

Law enforcement/Medical staff will record the names of all passengers and where they were sitting in the bus, when the accident occurred.

Drug test / alcohol test required for accidents having injuries, death, vehicle towed away, or damages of a $1000 or more when a citation is given to the driver.

Have a school bus mechanic of where you are; check out the bus for serviceability. Phone numbers are in the binder, in the pouch on the front of the first seat in the entryway of the bus or google (WPTA Wyoming) online contact numbers: Click Members, password is wpta1971, Click Login, Click Transportation Directory for full list of mechanics and directors in the state.

Have another bus driver take over duties when needed.

Get another bus to replace damaged one when needed.

Supervisor will contact insurance company.

# Bus Accident Protocol Coach/ Sponsor

A police report will be necessary when accidents occur, do not leave the scene until an officer arrives if there is an injury, property damage, other party involved, or more than $1000 worth of damage to the bus.

Call 911.

**Minor Damage to Bus w/No Injuries**

1. Coach/Sponsor will evaluate the situation and be responsible for student safety.
2. Coach/Sponsor will notify Administration.
3. Coach/Sponsor will use the Remind App to notify parents of the accident and emphasize that there were no injuries.
4. Students will contact parents to inform that all is well. Students will need to borrow a phone from a friend if need be.
5. Proceed with the trip.

**Minor Damage to Bus w/Injuries**

1. IF Coach/Sponsor is not injured:
    a. Coach/Sponsor will call 911 and be responsible for student safety.
    b. Coach/Sponsor will notify Administration.
    c. Coach/Sponsor will use the Remind App to notify parents of the accident and that parent of injured students will be contacted personally by coach/sponsor.
    d. Students will contact parents to inform them of the accident and report their health status if possible. Students will need to borrow a phone from a friend if need be.
    e. Coach/Sponsor will contact via phone those parents needing notified of an injury to their child. Coach/Sponsor should have an Emergency Contact Sheet to put in front pouch on the bus before leaving.
    f. Coach/Sponsor will need to locate the Medical Release form (or Blue Medical form for non-athletic groups) and have it ready to use with 911 Emergency personnel.
    g. 911 personnel will most likely take over at this point.
    h. If multiple Coaches/Sponsors…one will stay with group and bus…one will go with any students needing medical care.
    i. If only one Coach/Sponsor with group…Bus Driver will assume responsibility of healthy students and Coach/sponsor will go with emergency personnel.
    j. Proceed with the trip if approved by Administration.

2. IF Coach/Sponsor is injured:
    a. Second Coach/Sponsor takes on the responsibility…refer to Step B above and follow through.

b. If no Coach/Sponsor available…the Bus Driver assumes responsibility…refer to Step B above and follow through to Step J.

3. IF Coach/Sponsor and Bus Driver is injured:
    a. A Captain or Senior Student who is not injured will take control of situation.
    b. Student will call 911 and move those healthy students to safety if need be.
    c. Student will have emergency personnel contact Park County School District #1
    d. Student will show the Emergency Contact Sheet to emergency personnel upon arrival.
    e. Administration will contact parents/guardians on Emergency Contact Sheet and inform them of the situation.
    f. Administration will head to the accident, if possible, to help with situation.
    g. Emergency personnel will assume control of the safety of the students and Coach/Sponsor.
    h. Trip is most likely canceled with Administration making the decision.

**Major Damage to Bus w/No Injuries**

1. Coach/Sponsor will evaluate the situation and be responsible for student safety.
2. Coach/Sponsor will notify Administration.
3. Coach/Sponsor will use the Remind App to notify parents of the accident and emphasize that there were no injuries.
4. Students will contact parents to inform that all is well. Students will need to borrow a phone from a friend if need be.
5. Administration will work to get a replacement bus to group
6. Coach/Sponsor will prepare for a bus switch while waiting.
7. Make determination with Administration to proceed with trip or not.

**Major Damage to Bus w/Injuries**

1. IF Coach/Sponsor is not injured:
    a. Coach/Sponsor will call 911 and be responsible for student safety.
    b. Coach/Sponsor will notify Administration.
    c. Coach/Sponsor will use the Remind App to notify parents of the accident and those parents of injured students will be contacted personally by coach/sponsor.
    d. Students will contact parents to inform them of the accident and report their health status if possible. Students will need to borrow a phone from a friend if need be.
    e. Coach/Sponsor will contact via phone those parents needing notified of an injury to their child. Coach/Sponsor should have an Emergency Contact Sheet to put in front pouch on the bus before leaving.
    f. Coach/Sponsor will need to locate the Medical Release form (or Blue Medical form for non-athletic groups) and have it ready to use with 911 Emergency personnel.
    g. 911 personnel will most likely take over at this point.
    h. If multiple Coaches/Sponsors…one will stay with group and bus…one will go with any students needing medical care.

i. If only one Coach/Sponsor with group…Bus Driver will assume responsibility of healthy students and Coach/sponsor will go with emergency personnel.
j. Administration will work to get a replacement bus to group
k. Coach/Sponsor will prepare for a bus switch while waiting.
l. Make determination with Administration to proceed with trip or not.

2. IF Coach/Sponsor is injured:
    a. Second Coach/Sponsor takes on the responsibility…refer to Step B above and follow through.
    b. If no Coach/Sponsor available…the Bus Driver assumes responsibility…refer to Step B above and follow through to Step L.

3. IF Coach/Sponsor and Bus Driver is injured:
    a. A Captain or Senior Student who is not injured will take control of situation.
    b. Student will call 911 and move those healthy students to safety if need be.
    c. Student will have emergency personnel contact Park County School District #1
    d. Student will show the Emergency Contact Sheet to emergency personnel upon arrival.
    e. Administration will contact parents/guardians on Emergency Contact Sheet and inform them of the situation.
    f. Administration will head to the accident, if possible, to help with situation.
    g. Emergency personnel will assume control of the safety of the students and Coach/Sponsor.
    h. Administration will work to get a replacement bus to group.
    i. Students will prepare for a bus switch while waiting
    j. Trip is most likely canceled with Administration making the decision.

# Park County School District #1
## BOARD OF TRUSTEES

2026-2027 School Year

| OFFICE | NAME & ADDRESS | TERM OF OFFICE | TELEPHONE |
|---|---|---|---|
| Chairman | Dillivan, Kim (Mr.)<br>620 Avenue F<br>KDDillivan@pcsd1.org | 12/1/116-11/30/28 | 970-570-9881 |
| Vice-Chairman | Fulton, Beau (Mr.)<br>2197 Lane 9<br>BJFulton@pcsd1.org | 12/1/22-11/30/26 | 254-0177 |
| Clerk | Brazelton, Lillian (Mrs.)<br>PO Box 537<br>LRBrazelton@pcsd1.org | 6/17/16-11/30/26 | 754-2758 |
| Treasurer | Morris, Tracy (Mrs.)<br>10 Llama Drive<br>TDMorris@pcsd1.org | 12/1/16-11/30/28 | 250-9599 |
| Trustees | Paul, Dustin (Mr.)<br>679 Shoshone St.<br>DTPaul@pcsd1.org | 12/1/22-11/30/26 | 271-2484 |
| | Borcher, Ben (Mr.)<br>1030 Morning Glory Ln<br>BRBorcher@pcsd1.org | 12/1/24-11/30/28 | 272-2074 |
| | Paul, Trace (Mr.)<br>859 Riverside Dr.<br>TRPaul@pcsd1.org | 12/1/10-11/30/26 | 254-1840 |