

## SPECIAL USE OF SCHOOL BUSES

Any community or educational entity desiring to utilize school buses for a special activity or event must submit a written request to the superintendent or director of transportation. In order for the request to be considered for approval, the community or educational entity must provide an approved instructional program to Patrick County Public Schools students. Such organizations include Virginia Cooperative Extension Office (4-H), Patrick County Sheriff's Department (DARE Program), Patrick Henry Community College (Talent Search program), Virginia Tech (Upward Bound program) and Patrick County Education Foundation (College Access program).

Any community or educational entity, which has been approved for special use of school buses, must adhere to the following guidelines:

- (1) Only approved Patrick County Public Schools bus drivers may be utilized to operate the buses.
- (2) The organization will pay all associated fees including the prevailing per mileage rate and bus driver hourly rate compensation.
- (3) Any trip must adhere to the 125 mile distance (one way) guideline applicable to all school bus field trips.
- (4) The organization must provide an adequate number of adults to provide appropriate supervision of the participants.
- (5) The Patrick County School Board's student code of conduct applies to participants on any community organization trip utilizing school board owned vehicles.
- (6) User must provide a certificate of liability coverage covering the organization's participants and naming the Patrick County Public School System as an additional insured.

Adopted: March 8, 2007

Revised: May 10, 2007

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