



TITLE: Guidelines and Responsibilities for Ordering Athletic Buses

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ROUTING
Local District
Superintendents
Local District
Support Directors
Local District
Operations Coord.
Senior High School
Administrators and
Athletic Directors

POLICY: For student safety, District administrators must adhere to the following procedures when ordering school or charter buses.

MAJOR CHANGES: This bulletin replaces Bulletin No. N-8 (Rev.), “Bus Transportation Guidelines for Ordering Athletic Contests,” dated September 11, 1998.

GUIDELINES: The following guidelines apply.

I. PURPOSE

This bulletin contains information designed to assist administrators and athletic directors with ordering buses for athletic contests. This bulletin also outlines the pre-trip and post-trip requirements needed to ensure an orderly and safe athletic event.

II. BACKGROUND

Various State codes and laws pertaining to the safe transportation of school children guide the Transportation Branch. Strict adherence to such laws as well as District rules and regulations are a must when ordering buses to transport students for school related activities. Your attention is directed to the following additional bulletins:

- A. *Business Services, Bulletin No. BUL-1335, “Teacher/Bus Driver Cooperation on School Buses.”*
- B. *Business Services Division, BUL-910, “Bus Traffic in and Around School Sites.”*

III. ORDERING ATHLETIC CONTEST BUSES

Submit completed “Request for Athletic Contest Bus” for approval to the Athletics Office **at least 20 working days** prior to the trip for review.



Upon review, paperwork will either be sent back to the Athletic Director for revision or sent directly to Transportation for processing.

This will allow sufficient time for the Athletics Office to approve the bus transportation request and forward paperwork to the Transportation Accounting Unit to be processed **at least 15 days** prior to the trip. This will allow sufficient time to plan and arrange transportation schedules.

FORMS

- a. Form **7820I**, "*Application for Auxiliary Transportation/Trip(s)*," (Office of Student Integration Services, Technical Support), should be used for trips funded by Integration funds. Contact the Office of Student Integration at (213) 241-6532 to request this form.
- b. Form **78.20-T**, "*Application for Auxiliary Transportation/Trip(s)*," (from Transportation Branch), should be used for trips funded by non-Integration funds and trips for Special Education programs (including Special Olympics). For student body trips, you must also submit Form **78.20R**, "*Authorization for Payment of Student Body or Reimbursable Trip*." Both forms can be requested by contacting the Transportation Accounting Unit, at (323) 342-1320.
- c. Form **78.20-A**, "*Request for Athletic Contest Bus*," should be used for all athletic contests. A spreadsheet approved by the Interscholastic Athletics Office and the Transportation Branch may be used for multiple bus orders. You may obtain this form at the Office of Interscholastic Athletics at (213) 745-1980. Form 78.20 may be requested from the Transportation Accounting Unit, at (323) 342-1320.

If assistance is needed in arranging District transportation for student trips, contact Bus Operations at (800) 522-8737 or (323) 342-1460.

Written communication from the Transportation Branch will be sent via school mail or fax to the traveling school verifying that the request for buses has been processed and scheduled. This confirmation should be received from the Transportation Branch several days before the travel date. In the event such confirmation has not been received within 2 days before the scheduled date, telephone Bus Dispatch after 9:00 a.m., at (323) 342-1460 or 1-800-LABUSES, to confirm that the requested buses have been scheduled.



IV. RESPONSIBILITY

Cooperation and coordination is essential between administrators from the traveling school and administrators from the home school and/or game site school.

The home school will establish a “contact person” who will coordinate at the game site with the Transportation Branch “contact person”. The name of the contact person designated by the home school must be included on the “*Request for Athletic Contest Bus*” Form. Bus operations must be notified, as soon as possible, in the event there is a change of contact persons. The Transportation Branch contact person at the site, in most cases, will be a bus driver that has been assigned by the Bus Dispatch Office. The name of the Transportation Branch contact person can be obtained by calling Bus Dispatch after 11:00 a.m. on the day of the event.

It is the home school’s responsibility to have a plan and prepare in advance for the safety and security of visitors and buses. This includes the unloading, parking, loading, and departure routes for such vehicles as well as establishing communication procedures as outlined in this bulletin.

Staff at the home school shall prepare, in advance, maps for each event and/or special written instructions designating any special street routing to be taken when leaving the area, including alternate routes for emergency use. This material is to be distributed at the contest to drivers and police.

Administrators may want to secure a transportation supervisor to be at the game site to coordinate and supervise the buses and drivers. Payment for the assigned supervisor shall come directly from student body funds. For cost estimates and assignments, please contact the Dispatch Manager, Transportation Branch, at (323) 342-1473.

It remains the responsibility of the traveling school to order its buses. The traveling school must ascertain from staff at the home school where the buses are to unload, park, and load after the event. This vital information must be included on the request, which is to be submitted to the Athletics Office at least **20 school days** prior to the scheduled contest date. Site maps are to be attached.

V. BEFORE THE ATHLETIC CONTEST

In order to conserve funds, every effort should be made to coordinate various sport schedules allowing more than one team to utilize a bus. For example, a baseball team and volleyball team may travel together, tennis team and



frosh/soph basketball team, etc., may travel together whenever possible. The opponent's game site may be on the school campus or at a facility near the school. ***Parents or spectators are not permitted to ride with the athletic team or auxiliary buses.***

Night Football Games and Night Events

Night school events, particularly night athletic contests, are directly affected by legal restrictions on bus drivers' work hours. Bus drivers are limited by law to 10 hours of driving per day over a 16-hour period. This limitation includes the combined work hours assigned by different employers. Drivers must also be off duty for 8 hours after an assignment. In order to provide effective scheduling of buses for late night events, please use the following guidelines.

In the sport of football, the "shuttling" system shall be implemented for double-header contests, whenever possible, based on the distance between the two opponents. This will be probable in most league contests and in some practice contests. The system will be done as follows:

1. For night double-header football contests, four buses will be allocated for each traveling school (one for the varsity team, one for the frosh/soph team, and up to two buses for auxiliary units, i.e., marching band, drill team). However, there is no entitlement to four buses unless warranted. If the travel time between the two schools is thirty minutes or less, the frosh/soph and varsity teams will be shuttled, decreasing the number of buses to three.
2. When the football teams are utilizing the shuttle system, the first bus will pick up the frosh/soph team at the normal time (approximately 1:30 p.m.). That bus will return to the home school in time to take the varsity team to the contest. This bus will then pick up the frosh/soph football team to take them back to the home school, leaving at the start of half time of the varsity game. This will give the bus adequate time to return to the opponent's site for the ending of the varsity game. Frosh/soph coach(es) must go back to the home school on the bus for proper supervision on the bus as well as back at the home site.
3. If additional buses are desired for large auxiliary units or teams, the **school must provide funds for additional buses**. However, extra buses are subject to the availability of drivers.
4. Reimbursable rooster buses, spectator buses, or other extra buses funded by student body funds have limited availability.
5. The second and third buses (band and drill team) may be scheduled at the appropriate time as determined by the school.



6. Personnel at schools will need to assist with the proper ingress and egress of the bus on the visiting school campus. In other words, the bus that will be doing the shuttling will need to have access in and out of any area(s) where the athletes will be picked-up and dropped off.

VI. DURING THE ATHLETIC CONTEST

1. Precautions must be taken to insure that the buses will be able to enter and exit bus parking areas during and after the contest. Where drive gates have special security padlocks, staff must be at these gates before, during, and after the contest to unlock the gates as needed. School staff should also supervise the bus parking areas for vehicles that are blocking bus entrances, exits, parking, and loading areas. License numbers of vehicles blocking these areas should be forwarded as soon as possible to the game announcer so removal can be requested.
2. The school contact person is to discuss with the Transportation Branch contact person any special routing and exiting instructions. Also, at this time, maps and/or printed material should be distributed. This material should clearly designate the loading areas for each group (band, drill team, late bus, athletes, etc.), and exit routes to be taken. These exit routes should be located away from the spectator egress routes and parking areas. Police and campus aides are to be utilized as needed.
3. The school contact person shall discuss contingency plans that will be used for emergency situations.
4. The Transportation Branch contact person will discuss and distribute any special written instructions with all drivers. The school contact person must remain available to answer questions and/or make telephones available.
5. Contact Bus Dispatch at (323) 342-1460 or 1-800-LABUSES, prior to the contest ending if the Transportation Branch contact person has not established communication with the school contact person.
6. Be sure all buses scheduled to return students have arrived, and their location is known. Prior to the contest ending, contact the Transportation Branch contact person or Bus Dispatch if any bus(es) is not at their assigned pick-up locations. If you are unable to reach Bus Dispatch, contact School Police at (213) 625-6631, who will contact a transportation supervisor at home for instructions. Bus Dispatch can assist in solving many problems when called before the end of the contest.



7. Drivers may be admitted to view athletic contests. They should be seated in an area designated by the school contact person. Drivers have been advised, however, that they must be at their assigned bus at least 15 minutes prior to the end of the contest.

VII. AFTER THE ATHLETIC CONTEST

1. Buses should be loaded in areas where access is limited and restricted for spectators and other unauthorized persons.
2. No bus will be loaded with students or equipment without the presence of the District employee who will be riding on that bus.
3. All groups must be returned on the bus to which they are assigned (e.g., drill team on the drill team bus, band on the band bus, etc.). If the need arises to change an assignment, **it must be cleared by Bus Dispatch.**
4. No bus is to leave unless so cleared by the school contact person. When practical, buses should exit together in a caravan.
5. Priorities should be established for the loading and departure of students after the contest, i.g., drill team to be the first group to load and leave, then the band, then athletic teams, etc.
6. Staff should be positioned at exit gates to prevent pedestrian traffic from blocking driveways enabling buses to depart promptly.
7. Buses will depart the area with interior lights off and windows closed. The cooperation and assistance of all teacher/coaches are needed to enforce this policy.

VIII. NON-COMPLIANCE WITH PROCEDURES

All concerns regarding non-compliance with the above procedures should be documented and copies forwarded to the following:

- A. Transportation Branch, Customer Service, (323) 342-1460.
- B. Director, Interscholastic Athletics.
- C. Principals of the schools involved.



IX. ARRANGING TRANSPORTATION – CHARTER OR PRIVATE SCHOOL BUS COMPANIES

Drivers who transport school-age children must meet more vigorous standards than those required of charter bus drivers. Therefore, charter bus drivers who are not properly credentialed (see item 1 below) may not be used for transporting students on school-related activities. State law and Board Rule 2380 require all drivers of buses on school-related activities (including youth services and student body trips) meet certain criteria.

If schools choose to make transportation arrangements with private bus companies or school bus contractors directly, they must make sure that the following criteria are met:

1. The driver must possess either a valid California Special Driver Certificate to operate a school bus, a SPAB certificate (Form 292) and a Medical Certificate (valid for two years from the date of issuance).*
2. The bus must have a vehicle inspection approval certificate for a school bus or a SPAB.
3. The bus company must carry at least \$5,000,000 in liability insurance.
4. The bus company must be able to provide written assurance that the bus driver is able to comply with the legal maximum of 10 hours actual driving/16 hours on duty for all employees.

* Prior to beginning the trip, the school administrator must verify that the driver of the bus has valid credentials in his/her possession.

A published list of District-approved charter or private school bus companies can be obtained by calling the Transportation Branch, Bus Operations, at (323) 342-1460 or the Transportation Branch Customer Service Office at (323) 342-1340.

AUTHORITY: This is a policy of the Chief Operating Officer.

RELATED RESOURCES: None

ASSISTANCE: For assistance please call Bus Operations at (323) 342-1460 or the Athletics Office at (213) 745-1980.