

**TAHOE TRUCKEE UNIFIED SCHOOL DISTRICT TRANSPORTATION SERVICES
ACTIVITY TRIP GUIDELINES**

1. Complete the “Transportation Request” form (available online @ ttusd.org). You will receive an E-mail confirmation. **Please call 530-550-0745 weekdays to cancel or change a request. On weekends, vacations or holidays call Nanette Rondeau 530-993-4124/530-966-0618 or Tony Lavezzo 775-530-4609/530210-3143. All stops must be approved by the Transportation Department before the trip is dispatched.** This includes food stops, restroom stops and reasonable pick-up & drop-off stops. Coaches, teachers, and chaperones **do not** have the authority to designate a stop (Title 13 CCR 1227 & Title 13 CCR 1238). Stops may be requested by the schools when submitting the “Transportation Request” form however, the Transportation Department has the final approval.
2. **The driver’s trip sheet will designate the route to be taken and the stops that are approved. No deviations to the trip will be allowed without the approval of the Director, on call Manager or Transportation Scheduler.** If there are any questions about the route or stops, the driver must check with dispatch **before** the trip departs.
3. All drivers are to stay with the team/class to be available in case of an emergency or a need for early departure. If the driver needs to leave for a few minutes he/she needs to inform the coach/ teacher/ chaperone of their cell phone number and that they will be leaving for a few minutes and the approximate time they will return. The bus is to **remain** at the event and shall be locked while the driver is away. The driver shall walk to their destination.
4. All drivers are required to discuss the emergency evacuation procedures and expectations of student behavior before departing on the trip. Standing on a moving bus is not allowed (Title 13 CCR 1217e). Once the bus is underway, coaches, teachers, and chaperones are requested to go to the students in the bus to discuss assignments and behavior. Students shall not change seats while the bus is moving. Classroom rules apply on the school bus.
5. If the driver must stop to fuel the bus while on a trip, **all** riders must be unloaded during the fueling process and the engine must be turned off (Title 13 CCR 1218).
6. All equipment must be properly stored in the luggage compartment under the bus. Any bags brought onto the bus must be placed under a seat or in racks and may not be placed on the rear deck (Title 13 CCR 1267). All aisles, doors and emergency exits must not be blocked (Title 13 CCR 1216c).
7. Shoes with cleats will **not** be worn in the bus at any time.
8. The State of California has given the bus driver full responsibility and authority for actions that occur on the bus (Title 5 CCR 14103).
9. In the event that there is a problem involving a coach/teacher, student or the bus driver, the coach/teacher should inform the Athletic Director/Principal and Director of Transportation upon return so that the situation can be resolved as soon as possible. The bus driver should inform the Director of Transportation as soon as possible.
10. **When in California/Intrastate:** Drivers need to pay close attention to their hours (maximum of 10 hrs. behind the wheel and 16 hrs. total on the clock (**consecutive**)).
11. **When in Nevada/Interstate:** Drivers need to pay close attention to their hours (maximum of 10 hrs. behind the wheel and 15 hrs. total on the clock (**non-consecutive**)). If you leave the bus unattended for one hour or more, the driver must perform pre-trip inspection of the bus. In addition, check for vandalism, check for cut tires, sharp objects under the tires, severed brake lines; spark plug wires crossing, broken light bulbs, etc. (NRS 392.410) Amber/Red light stops are also required at all locations (except designated posted school bus loading zones).
12. If it appears that the trip will require extended hours, drivers must discuss this possibility with the Transportation Scheduler **before** the date of the trip. If while on a trip, there is a delay **other than** adverse weather conditions or an emergency, the driver must call the manager on call and make arrangements for a relief driver to meet the bus and resume the trip.

I have read the “Activity Trip Guidelines”. Drivers Signature: _____