

District Transportation Guidelines: School-sponsored trips, athletics, and activities

Purpose

To establish clear, cost-effective, and student-safety-focused procedures for scheduling transportation.

General Guidelines

1. **Every school-sponsored trip requiring transportation must be submitted to the transportation department, no exceptions. Sponsors may not schedule transportation for any event outside of this process.**
 2. **Primary Transportation Method:**
District-operated school buses are the **first and preferred option** for all student transportation needs, including field trips, athletic events, and extracurricular activities.
 - Activity/Field Trips should fall within the 9 a.m.-2 p.m. (this allows district vehicles to be available for the AM & PM routes), with limited exceptions.
 3. **Use of Charter Services:**
Charter bus rentals may be approved **only when** district transportation is unavailable or unable to meet the specific needs of the trip (e.g., distance, timeline, capacity, accessibility), despite additional funding available from other sources. **Do not reach out to charter services independently.**
 - In the event that the Transportation Administration determines travel to be unsafe, all trips—regardless of whether they are conducted in PSD vehicles or chartered transportation—will be placed on hold until roads improve to ensure safe travel.
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Approval Process

1. **Step 1: Submit Request Early**
 - Trip requests must be submitted **at least 18 business days** in advance via the district transportation request system.
 2. **Step 2: District Review**
 - The Transportation Department will review availability of district buses and drivers.
 - If **district transport is available**, it will be scheduled.
 - If **unavailable**, charter bus use will be considered. **Transportation will communicate the need to the requestor if a charter is needed.**
 3. **Step 3: Charter Bus Justification (>200 miles)**
 - If requesting a charter bus, schools must:
 - Submit **written justification** citing reason (e.g., driver shortage, long-distance travel).
 - Obtain a **cost estimate** from PSD preferred vendor CSU Charter. If CSU is not available check with Landline, and Altitude/NOCO/Royalty.
 - Attach all documentation to the request.
 4. **Step 4: Administrative Approval**
 - All charter bus rentals must be approved by the **Building Administrator** and the **Director of Transportation**, or designee.
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Decision-Making Criteria

<u>Criteria</u>	<u>District School Bus</u>	<u>Charter Bus Rental</u>
Availability of Drivers/Vehicles	Use if available	Only approved if the district is unable to provide due to shortage or conflict
Trip Distance & Duration	Use if one-way distance is within 200 miles	Only approved for one-way distance if further than 200 miles
Special Requirements	May include wheelchair-accessible buses and aides	Only approved if the district cannot meet special needs in a timely manner
Event Type	All types – State tournaments and championship events, Sponsor-scheduled events, summer program events	Only approved if the district cannot accommodate or one-way distance is further than 200 miles
Financial Procedures	State tournament and championship events within 200 mile distance one-way: Transportation covered by PSD	State tournament and championship events outside 200 mile distance one-way: Transportation covered by PSD
	Sponsor-scheduled events within 200 mile distance one-way, but within the state: Transportation covered by PSD	Sponsor-scheduled events outside 200 mile distance one-way, but within the state: Transportation covered by school/program
	Summer events within 200 mile distance one-way: Transportation covered by the school/program	Summer events outside 200 mile district one-way: Transportation covered by the school/program

Effective Date: August, 1, 2025

Reviewed/Revised: August 1, 2025

Applies To: All Schools and Departments

ATHLETICS

Event Type	Location (1-Way Mileage)	Bus Type	Financial Responsibility
Sponsor-Scheduled	Less than 200 miles	PSD Bus	PSD
Sponsor-Scheduled	More than 200 miles Inside State	1.PSD Bus 2.Commercial Charter	1.PSD 2.School or Program
Sponsor-Scheduled	More than 200 miles Outside State	1.PSD Bus 2.Commercial Charter	1.PSD 2.School or Program
State Playoffs/ Championship	Less than 200 miles	PSD Bus	PSD
State Playoffs/ Championship	More than 200 miles	Commercial Charter	PSD
Summer Events	Less than 200 miles	PSD Bus	School/Program
Summer Events	More than 200 miles	1. PSD Bus 2. Commercial Charter	1. School/Program 2. School/Program

ACTIVITIES/FIELD TRIPS

Event Type	Location (1-Way Mileage)	Bus Type	Financial Responsibility
Sponsor-Scheduled	Less than 200 miles	PSD Bus	School/Program
Sponsor-Scheduled	More than 200 miles Inside State	1.PSD Bus 2.Commercial Charter	1. School/Program 2. School/Program
Sponsor-Scheduled	More than 200 miles Outside State	1.PSD Bus 2.Commercial Charter	1. School/Program 2. School/Program
State Championship	Less than 200 miles	PSD Bus	School/Program
State Championship	More than 200 miles	1. PSD Bus 2. Commercial Charter	1. School/Program 2. School/Program
Summer Events	Less than 200 miles	PSD Bus	School/Program
Summer Events	More than 200 miles	1. PSD Bus 2. Commercial Charter	1. School/Program 2. School/Program