

Board of Education Policy 6.3200
Administrative Procedure

Use of Yellow Buses

Yellow school buses may be used for approved field trips only if activity buses are not available. All field trips must correlate with the Standard Course of Study for the specific grade /subject and must be pre-approved by the Assistant Superintendent for Curriculum & Instruction and the Director of Transportation or his/her designee.

Guidelines for submitting requests:

- All requests for the use of yellow buses must include a written route and parking description
- Requests must be submitted at least ten (10) working days before the trip
- Requests should first be sent to the Assistant Superintendent for Curriculum & Instruction, who will check the correlation of the trip to the N.C. Standard Course of Study, and then forward the request to the Director of Transportation.

Guidelines for using yellow buses:

- School bus stop arms must be extended during loading and unloading except in designated bus parking areas.
- Yellow buses should not be used on fueling days. (A fueling schedule for first semester will be sent to the schools by the first teacher workday. The schedule for second semester will be sent by the first working day of December). Exceptions (in emergency situations) will be addressed by the Director of Transportation on an individual basis.
- If inclement weather interrupts the regular fueling schedule, the Transportation Department will send a revised fueling schedule immediately.
- Yellow buses are limited to Catawba County.
- Yellow buses may be used between 8:30 a.m. and 2:15 p.m. on SCHOOL DAYS ONLY.
- Yellow buses have a 45 mph speed limit and must not travel on interstate highways.
- School groups should be reminded to make allowances for the necessary travel time.
- Yellow buses may be used to transport only assigned students (students for whom the field trip is designed), staff, and monitors for the trip.
- The salary of the driver must be paid or authorized to be paid from the state public school fund.
- The driver must be an employee of the school system with a current Class B CDL license with an "S" endorsement.
- Charges for the use of yellow buses will be based on the current state rate/mile.
- Schools will be responsible for reporting the mileage to the Transportation Department no later than the next working day.

Superintendent

Date