

1 **Potomac Elementary**

2

3 **NONINSTRUCTIONAL OPERATIONS**

8132

4

5 Activity Trips

6

7 The use of school buses is strictly limited to school activities. Buses may not be loaned or leased  
8 to non-school groups, unless permission is specifically granted by the Board. Buses will be  
9 operated by a qualified bus driver on all activity runs, and only authorized activity participants,  
10 professional staff, and chaperones assigned by the Principal may ride the bus.

11

12 A duplicate copy of the passenger list will be made for all activity trips. One (1) copy will  
13 remain with the professional staff member in charge on the bus, and one (1) copy will be given  
14 to the school office before the bus departs.

15

16

17

18 Policy History:

19 Adopted on: October 10, 2011

20 Reviewed on:

21 Revised on: