



PRSD considers all field trips and extra-curricular trips that require bus transportation as a “class in transit”.

PRSD requires that all field trips and extra-curricular trips have a teacher-in-charge on the bus.

The teacher-in-charge is responsible for ensuring the proper conduct of students while the bus is travelling to and from the approved destinations so that the bus driver can focus on safely operating the bus.

The teacher-in-charge of a field trip and/or extra-curricular bus trip must:

- Be familiar with bus ridership rules and ensure that all student passengers are aware of the bus rider rules and regulations with respect to conduct and student safety
- Ensure that the bus supervisors are placed throughout the bus to maximize student supervision
- Ensure that the bus driver knows the itinerary for the trip
- Ensure that a copy of the URIS medical plans for individual students is available

The teacher-in-charge onboard each bus must be in possession of a cell phone. The cell phone number must be listed on the Field Trips and Extra-Curricular Trips form.

If the bus driver notices that a bus ridership rule is being broken on the bus, he/she will immediately inform the teacher-in-charge so that the bus driver’s concern can be dealt with quickly.