Bus/Field Trip Support for Public Agencies

I. The Superintendent of Schools and/or the Prince William County School Board may make school buses available to support public agencies. The level of support provided will depend on the availability of transportation resources on any specific day. First priority will continue to be support for Prince William County Public Schools and/or other programs sponsored by Prince William County Public Schools.

II. Available transportation resources will be allocated on a “first come, first served” basis as determined by the date that a written request is received in the Office of Transportation Services.

III. The following criteria will apply for field trip support provided to public agencies.

   A. Support will be provided on school days between 9:30 a.m. and 1:30 p.m., after 4 p.m., and at anytime on weekends and holidays.

   B. On days that Prince William County Public Schools are closed due to inclement weather, no field trip support will be provided. Trips previously scheduled will be canceled.

   C. Mid-day trips on school days (9:30 a.m. to 1:30 p.m.) are limited to 45 miles one way from the point of origin. Trips at other times are limited to 150 miles from the point of origin.

   D. For overnight trips, the requesting agency/school is responsible for providing meals and accommodations for the driver. The requestor is also responsible for highway tolls and parking fees, if applicable.

   E. The requesting agency is responsible for providing a sponsor or chaperone for each field trip requested. The sponsor, in conjunction with the bus driver, will be responsible for enforcing the bus rules that will be provided by the Office of Transportation Services. The sponsor may not take their own children on the bus.
F. Prince William County Public Schools will bill the requesting agency at a rate determined by Prince William County Public Schools and agreed to, in writing, by the requesting agency. The intent of established service fees will be to recover the total cost of the services provided.

G. Requests for field trip support must arrive in the Office of Transportation Services no later than 14 days prior to the requested trip date.

H. Each agency requesting field trip support will provide a single transportation coordinator for liaison with the Office of Transportation Services.

IV. If the purchase of insurance riders is required by the School Division’s insurance carrier, the School Division may elect to pass this cost on to the requesting agency. This determination to pass insurance costs to the requesting agency will be made by the Office of Risk Management and Security Services and the Associate Superintendent for Finance and Support Services.

The Associate Superintendent for Finance and Support Services, or designee, is responsible for implementing and monitoring this regulation.

The Associate Superintendent for Finance and Support Services, or designee, is responsible for reviewing this regulation in 2018.