



TRANSPORTATION

MEMORANDUM

TO: All Administrators

FROM: Joe Williams, Transportation *JW*

DATE: August 2009

RE: **Field Trips and Athletics**

This is to remind you about the law regarding transportation on any school-sponsored field trip, extracurricular activity or any similar event.

All riders must return on the bus unless they provide a WRITTEN notice by a parent or legal guardian. It also states that transportation shall be provided back to either the point of departure or to an appropriate school within the District. If circumstances prevent someone from returning on a bus, a representative from the District must remain with the person, and the parent or legal guardian must be notified, and the District representative shall remain with the individual until a parent or legal guardian arrives.

PLEASE SHARE THIS INFORMATION WITH YOUR STAFF.