

TRANSPORTATION REGULATIONS

MILLARD PUBLIC SCHOOLS ACTIVITIES TRANSPORTATION GUIDELINES- MIDDLE AND ELEMENTARY SCHOOLS

ATHLETICS AND ACTIVITIES: All participants are expected to use District provided transportation to and from the site of all away events. Exceptions are noted below and all three items must be in place for the approved use of alternative transportation:

1. Parents/guardians may consent to the use of alternative transportation to and from the site of any or all away events or games by their son/daughter. District forms are available at the schools for these requests.
2. Such consent shall be in writing and shall acknowledge the voluntary release of the District from the obligation or responsibility of providing transportation. Such consent may be for specific games or events or may be for a specific period of time. Again, district forms are available for these requests.
3. The use of alternate transportation by any student/participant must be approved by the activities director or building principal. Otherwise, the student must use the transportation provided by the District.

PRACTICE SESSIONS: The District is not responsible for providing transportation to any practice session which may be held on or off District property. Parents/legal guardians shall be responsible for providing any transportation necessary for the attendance by their son/daughter at all practices.

ATHLETICS AND ACTIVITIES: All participants are expected to use school-provided transportation to and from the site of all away events when such transportation is provided. Parents/legal guardians may request an exception from the use of school-provided transportation. The proper form(s) must be on file at the school for the affected students to use alternative transportation.

If and/or when the school is not able to provide transportation to an event, the proper form(s) must be on file at the school for the affected students to use alternative transportation. A brief summary of each request form is described below:

Form 3815A (authorizing the use of alternative transportation, with school approval, for the entire school year)

Parents/legal guardians may check any or all of the consent areas dealing with alternative transportation. Parents/legal guardians also may designate that the approved consent areas are for extracurricular activities only, for field trips only, or for both extracurricular activities and field trips. The consent areas include:

1. **PARENTS/LLEGAL GUARDIANS MAY TRANSPORT THEIR OWN SON/DAUGHTER ONLY**, with prior written approval from the appropriate administrator. Parents/legal guardians who want their child to go to the contest on school provided transportation, but who want the child to leave the event with his/her parents/legal guardians must have written approval from the appropriate school personnel.
2. **STUDENTS BEING TRANSPORTED BY THE PARENT/LLEGAL GUARDIAN OF ANOTHER STUDENT**, with prior written permission from the appropriate school personnel and his/her parents/legal guardians.
3. **PARENTS/LLEGAL GUARDIANS OF STUDENTS WHO WISH TO TRANSPORT STUDENTS OTHER THAN THEIR OWN CHILDREN AND/OR PARENTS OF STUDENTS WHO WISH TO TRANSPORT OTHER STUDENTS**, with prior written permission from the appropriate school personnel and the parents/legal guardians of the students being transported.

4. **STUDENTS MAY BE TRANSPORTED BY A DISTRICT EMPLOYEE FOR SCHOOL-RELATED BUSINESS**, with prior written permission from the appropriate school personnel and his/her parents/legal guardians.

USE OF FORM 3815A- ALTERNATIVE TRANSPORTATION FORM COVERING THE SCHOOL YEAR

PARENTS TRANSPORTING THEIR CHILD:

1. Print the name(s) of parents/legal guardians and student in appropriate spaces provided, and indicate gender and grade of student.
2. Check the first box on Form 3815A.
3. Sign Form 3815A, and check the box that lets the school know whether your permission applies to extracurricular events only, field trips only, or both extracurricular events and field trips.
4. Submit completed form to the Activities Office **AT LEAST THREE DAYS PRIOR TO THE CONTEST OR EVENT**.
5. The coach/sponsor will receive a record of all students who have school permission for alternative transportation. A copy of the form will be retained by the Activities Office.

STUDENTS BEING TRANSPORTED BY A PARENT OF ANOTHER STUDENT

1. Print the name(s) of parents/legal guardians and student in appropriate spaces provided, and indicate gender and grade of student.
2. Check the third box on Form 3815A.
3. Sign Form 3815A, and check the box that lets the school know whether your permission applies to extracurricular events only, field trips only, or both extracurricular events and field trips.
4. Submit completed form to the Activities Office **AT LEAST THREE DAYS PRIOR TO THE CONTEST OR EVENT**.
5. The coach/sponsor will receive a record of all students who have school permission for alternative transportation. A copy of the form will be retained by the Activities Office.

PARENTS OF STUDENTS TRANSPORTING OTHER STUDENTS

1. Print the name(s) of parents/legal guardians and student in appropriate spaces provided, and indicate gender and grade of student.
2. Check the fifth box on Form 3815A.
3. Sign Form 3815A, and check the box that lets the school know whether your permission applies to extracurricular events only, field trips only, or both extracurricular events and field trips.
4. Submit completed form to the Activities Office **AT LEAST THREE DAYS PRIOR TO THE CONTEST OR EVENT**.
5. The coach/sponsor will receive a record of all students who have school permission for alternative transportation. A copy of the form will be retained by the Activities Office.

STUDENTS BEING TRANSPORTED BY A DISTRICT EMPLOYEE FOR SCHOOL-RELATED BUSINESS

1. Print the name(s) of parents/legal guardians and student in appropriate spaces provided, and indicate gender and grade of student.
2. Check the sixth box on Form 3815A.
3. Sign Form 3815A, and check the box that lets the school know whether your permission applies to extracurricular events only, field trips only, or both extracurricular events and field trips.
4. Submit completed form to the Activities Office **AT LEAST THREE DAYS PRIOR TO THE CONTEST OR EVENT**.
5. The coach/sponsor will receive a record of all students who have school permission for alternative transportation. A copy of the form will be retained by the Activities Office.

USE OF FORMS 3815B, 3815D, 3815E, and/or 3815H- ALTERNATIVE TRANSPORTATION FORMS FOR A SINGLE EVENT THAT OCCURS ON A SPECIFIC DAY

PARENTS TRANSPORTING THEIR CHILD:

1. Print the name(s) of parents/legal guardians and student in appropriate spaces provided, and indicate gender and grade of student.
2. Check the box on Form 3815B.
3. Sign Form 3815B.
4. Submit completed form to the Activities Office AT LEAST THREE DAYS PRIOR TO THE CONTEST OR EVENT.
5. The coach/sponsor will receive a record of all students who have school permission for alternative transportation. A copy of the form will be retained by the Activities Office.

STUDENTS BEING TRANSPORTED BY A PARENT OF ANOTHER STUDENT

1. Print the name(s) of parents/legal guardians and student in appropriate spaces provided, and indicate gender and grade of student.
2. Check the box on Form 3815D.
3. Sign Form 3815D.
4. Submit completed form to the Activities Office AT LEAST THREE DAYS PRIOR TO THE CONTEST OR EVENT.
5. The coach/sponsor will receive a record of all students who have school permission for alternative transportation. A copy of the form will be retained by the Activities Office.

PARENTS OF STUDENTS TRANSPORTING OTHER STUDENTS

1. Print the name(s) of parents/legal guardians and student in appropriate spaces provided, and indicate gender and grade of student.
2. Check the box on Form 3815E.
3. Sign Form 3815E.
4. Submit completed form to the Activities Office AT LEAST THREE DAYS PRIOR TO THE CONTEST OR EVENT.
5. The coach/sponsor will receive a record of all students who have school permission for alternative transportation. A copy of the form will be retained by the Activities Office.

STUDENTS BEING TRANSPORTED BY A DISTRICT EMPLOYEE FOR SCHOOL-RELATED BUSINESS

1. Print the name(s) of parents/legal guardians and student in appropriate spaces provided, and indicate gender and grade of student.
2. Check the box on Form 3815H.
3. Sign Form 3815H.
4. Submit completed form to the Activities Office AT LEAST THREE DAYS PRIOR TO THE CONTEST OR EVENT.
5. The coach/sponsor will receive a record of all students who have school permission for alternative transportation. A copy of the form will be retained by the Activities Office.

As a reminder, a parent or student may request the use of alternative transportation--- even when the school is providing transportation to and/or from an event. **However, the school must always approve the use of alternative transportation whenever alternative transportation is requested.** How the sites inform coaches, sponsors, parents and students that alternative transportation has been approved will be determined by the administrative teams at those sites.