

## **Ridgedale Local Schools Extracurricular and Field Trip Assignments**

1. Extra trips shall be assigned to drivers who sign up to take extra trips on a rotational basis if the driver is available. Whenever possible, extra trips shall be distributed and posted at least five (5) days in advance and shall be awarded on a rotational basis from a list developed by seniority, from the most senior driver to the least senior driver.  
If a driver's child is involved in the Sport or Field Trip that driver will get first choice of that/those trip(s). If a driver is given that/those trip(s) that driver will sit out the equivalent rounds of bidding. For example: If a driver is given 4 trips, they must sit out 4 rounds of bidding for that season.
2. Substitute drivers will be awarded extra trips only when all regular route drivers have exhausted their selections for extra trips, unless there is an emergency situation or the substitute driver's child is involved in the sport or field trip.
3. The transportation supervisor may select an available driver and disregard the rotation when an emergency exists. An emergency shall be defined as a breakdown, accident, disaster, personal illness, or late trip request.
4. If a conflict between the trip and regular route occurs, the driver may take the trip and deduct their route, as long as a suitable substitute can be obtained.
5. Trip pay will be a minimum 2 hours at the driver's regular rate of pay and \$10.00 per hour wait time.
6. Overnight trips will be paid at a maximum of 8 hours per day. There will be a minimum of 2 hours drive time at the driver's rate of pay and the remaining wait time at \$10.00/hour.
7. If a trip is canceled, and the driver is not notified prior to 30 minutes before the report time for the trip, then the driver(s) assigned will be paid for one (1) hour at the driver's pay rate.
8. The transportation supervisor and/or designee shall determine the bus to be utilized on all trips.