

## ADMINISTRATIVE POLICY

The online version of this policy is official.  
Therefore, all printed versions of this  
document are unofficial copies.

### SECURING CARRY ON ITEMS ON SCHOOL BUSES

#### **Athletic trips, field trips, and excursion trips (extracurricular transportation)**

The amount of carry-on items, especially large items (example: luggage, coolers, sports equipment, band equipment, etc.) in school buses, school-chartered buses, and multifunction school activity buses will be limited. Aisles and emergency exits in school buses, school-chartered buses, and multifunction school activity buses will be kept clear at all times. Any items brought on board will be safely stowed and secured. If the vehicle is equipped, undercarriage luggage racks will be used. School bus drivers are permitted to open and close undercarriage luggage racks prior to departure for trip, and upon arrival at destination of trip.

#### **Regularly scheduled bus routes (to and from school transportation)**

If the following conditions are met, band instruments, equipment, and additional items, may be transported to and from school:

1. Items **will not** occupy the space for another child.
2. Items can be held in the lap but **will not** extend above the back of the seat in front of them.
3. Items can be placed on the floor between the student's legs and **will not** extend above the back of the seat in front of them.
4. NOTE: Items **will not** be placed underneath seats, in the driver compartment area, blocking emergency exits, or blocking main entrance way.

If an item is not in compliance with numbers 1-4 above, the item **will not** be transported aboard the school bus.

Additionally, flags with staffs (flagpoles), baseball bats, lacrosse sticks, and JROTC dummy weapons **will not** be carried on school buses.

Service animals are authorized with proper medical documentation and approval. ([INS-A050](#))

**School bus drivers are not authorized to disembark the school bus to open and close the undercarriage luggage racks during to and from school transportation.**

**Please refer to external document – [Memorandum regarding band instruments, JROTC equipment, sports equipment, and other items not allowed on buses.](#)**

Implementing Procedures: None

#### **Revision History:**

<b><u>Date:</u></b>	<b><u>Rev.</u></b>	<b><u>Description of Revision:</u></b>
4/20/15		Initial Release
2/5/16	A	Service animals sentence added.
4/11/16		Inserted hyperlink to Service Animal Policy (INS-A050)

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10/1/18	B	Removed #1, "The child should be assigned...". Added "lacrosse sticks" to items not allowed. Inserted hyperlink to memorandum. Updated hyperlink to INS-A050.
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**\*\*\*End of Policy\*\*\***