

Book	Policy Manual
Section	Issue 3 of 2021 August PDQ (Revised)
Title	Non-Routine Use of School Buses
Code	EEAD
Status	From OSBA

### Non-Routine Use of School Buses

Buses owned by the Board are used primarily for the purpose of transporting students to and from school and for school-approved activities.

“Non-routine student transportation” is defined as transportation of passengers for purposes other than regularly scheduled routes to and from school. School buses may be used for non-routine trips only when approved by the Board and the trips do not interfere with routine transportation services.

All non-routine transportation will be conducted in compliance with State law. The Superintendent/designee will issue a trip permit that meets the requirements of the Ohio Administrative Code for any non-routine student transportation.

Buses are available to all classes, groups or organizations within the schools in accordance with the following.

1. The use of District-owned buses is scheduled through the transportation office.
2. Fees charged to groups for the use of the buses are established and made part of District regulations.
3. The drivers of the buses must meet all Federal, State and District requirements for school bus drivers, and be registered with the Ohio Department of Education as a qualified bus driver.
4. The drivers of the buses ensure that the buses are not overloaded, emergency exits are not blocked, and that students conduct themselves in a safe and orderly manner while in the buses and that the buses are operated in a safe and lawful manner.
5. The drivers of the buses are responsible for reporting in writing to the transportation office the condition of buses, particularly any need for repair or servicing.

The District is permitted to make its school buses available to a municipal corporation or other political subdivision or agency of the state, or with an agency of the federal government to operate its buses to assist the agency, group, organization, or political subdivision in the fulfillment of its legitimate activities and in times of emergency.

#### LEGAL REFS:

ORC 3327.01  
 ORC 3327.05  
[ORC 3327.018](#)  
 ORC 3327.10  
 ORC 3327.13  
 ORC 3327.14  
 ORC 3327.15  
 OAC 3301-83-16

CROSS REFS.: EEACD, Drug Testing for District Personnel Required to Hold a Commercial Driver’s License  
 GBQ, Criminal Records Check  
 IICA, Field Trips

**NOTE:** This code, EEAD, and its accompanying term, “Non-Routine Use of School Buses,” is for statements pertaining to the use of school buses for field trips and student activities, such as the policy above. Code may also be used for statements on other authorized uses, such as leasing of buses for senior citizens and adult education groups.

Ohio Administrative Code 3301-83-16 sets forth the Ohio Department of Education’s (ODE) guidance for special use of buses. This code formerly included a list of acceptable uses. In August 2013 the department replaced the list of approved uses with language indicating that any special use must comply with other ODE rules as well as possibly needing to comply with commercial motor carrier rules. Districts that are interested in avoiding the need to comply with additional motor carrier and public utility regulations should avoid uses of their buses that can be categorized as commerce.

House Bill 110 (2021) enacts Ohio Revised Code 3327.018 which permits districts that own and operate buses for transporting students to make school buses available to a municipal corporation or other political subdivision or agency of the state, or with an agency of the federal government to operate its buses to assist the agency, group, organization, or political subdivision in the fulfillment of its legitimate activities and in times of emergency. This arrangement requires a written contract, among other things, and will not be considered commerce.

Legal

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