

# Intradistrict Communication

DATE: November 19, 2025

TO: School and Department Administrators

FROM: Scott Thomas, Administrator of Auxiliary Services  
Paul Bergera, Director of Transportation  
Kitt Soumpholphakdy, Field/Activity Trips Coordinator  
Brad Godfrey, General Education Route Coordinator  
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SUBJECT: A Few Transportation Items

There are a few items regarding transportation services that we would like to bring to your attention.

## Bus Accidents During Field/Activity Trips:

On rare occasions during field/activity trips, the bus may be involved in an accident. By law, if the accident involves another vehicle, we're required to wait for police to investigate and submit an accident report. In addition, whether the bus is involved with another vehicle or another object, it may result in the bus being classified as "out of service", which would require students and coaches/advisors/teachers to board a different bus. In either of these cases, additional time may be required.

Please ask your staff to be patient if a bus is involved in an accident during a field/activity trip and not to pressure the driver to move along. The Field Trip Office will work expeditiously with the driver to determine if the bus is "out of service" and if police need to be involved.

## Notification of Student Conduct Violation Forms:

Our bus drivers try their best to manage student behavior on the bus. Many of you have provided invaluable assistance with addressing behavior by talking with students, assigning seats and/or working with the driver on strategies to support a school behavior reward/incentive program. For this, we are extremely grateful.

When a driver submits a Notification of Student Conduct Violation form to your office staff, please try your best to address the issue(s) with students and parents as quickly as time allows. Feel free to reach out to the Route Coordinators or Director with questions. Your support and partnership in this endeavor are appreciated.