



Ohio Administrative Code

Rule 3301-83-16 Non-routine use of school buses and motor vans.

Effective: July 1, 2025

"Non-routine student transportation" as defined in rule 3301-83-04 of the Administrative Code means the transportation of passengers for purposes other than regularly scheduled routes to and from school. School buses and motor vans may be used for non-routine trips only when such trips will not interfere with routine transportation services. Passengers participating in non-routine use of school vehicles will receive safety instructions at the beginning of the non-routine trip including, for school buses, identification of safety exits, keeping aisles clear, remaining seated behind the barrier while the bus is in motion, and for all school vehicles, safe riding practices including instruction on rules as adopted by the vehicle owner's policy.

School bus and motor van owners using school buses or motor vans for purposes other than transporting enrolled students to or from a school session or a school function may need to obtain approval of the vehicle and operator as a commercial motor carrier pursuant to federal motor carrier safety administration (fmcsa.dot.gov), public utilities commission of Ohio, and Ohio department of transportation regulations, and, in accordance with section 4511.01 of the Revised Code and rule 3301-83-19 of the Administrative Code.

(A) Permits

School bus or motor van owners, superintendents or their designees are to issue a trip permit that will accompany the driver on any non-routine student transportation trip. The permit will provide the following information:

- (1) Date of trip;
- (2) Destination;
- (3) Purpose of trip;



- (4) Name of school district;
- (5) Driver's name;
- (6) Bus or motor van registration number or vehicle license number;
- (7) Total miles of trip;
- (8) Designated stops;
- (9) Route map and/or written directions for destination;
- (10) School bus or motor van owners, superintendent or designee signature.

(B) Chaperones

One or more adult chaperones, as approved by the school bus or motor van owner, superintendent or designee, may accompany each school bus or motor van used for any non-routine trip involving school-age passengers. The chaperone's responsibility is to assist the school transportation vehicle driver in maintaining passenger control and in enforcing procedures for the safety of all passengers. A person holding a current bus driver or motor van certificate may serve as a chaperone and driver concurrently.

(C) Out-of-state trips

The board of education of any school district that owns and operates motor vehicles for transporting pupils may permit such vehicles to be used outside of Ohio for any lawful purpose provided the entire distance traveled outside Ohio on any trip does not exceed one-thousand miles. Mileage is calculated from point of exit from the state to the point of entry to the state.

(D) Driver selection for assignment to non-routine trips should be based upon a policy adopted by the school bus or motor van owner which gives consideration to driver knowledge, skill, experience, vehicle familiarity and experience in operating a school transportation vehicle in the area to be



traveled.

(E) A pre-trip inspection as detailed in rule 3301-83-11 of the Administrative Code will be completed and documented immediately prior to departure of a school bus or motor van on a non-routine trip. Such pre-trip inspection will not be necessary provided the school transportation vehicle received a documented pre-trip inspection during routine service on the same day and by the same driver.

(F) Transportation coordination

(1) Each school transportation vehicle owner or district may participate in the written county transportation plan that establishes policies regarding the transportation needs of Ohio works first participants seeking or striving to retain employment. A copy of the plan will be maintained by the school bus or school transportation vehicle owner for reference.

(2) School bus owners or districts may enter into contractual agreements with entities according to section 3327.018 of the Revised Code.

Mileage under such contract/agreement is not reimbursable by the department of education and workforce.

(3) The first priority for the use of school transportation vehicles is for the purposes outlined in Chapter 3301-83 of the Administrative Code.

(4) Transportation coordination will not be conducted during those times the school transportation vehicle is in regular use and pupils, or persons attending programs offered by county boards of developmental disabilities, are being transported.

(5) It will be the responsibility of the school transportation vehicle owner or district to ensure compliance with all laws and regulations applicable to such additional use of the school transportation vehicles.