

**Enterprise City Schools**  
Transportation Department

## **Guidelines for Activity Trips**

Request the bus (es) as far in advance as possible. However, you may not be assigned a driver at the time of confirmation. Be sure the Service Center has the request in hand **at least 14 days prior to the trip**. On overnight trips, please note any specific requirements, rooms, meals, drop off / pick up information. If meals are provided for the students, be sure a meal is provided for the driver also, otherwise you will be requested to reimburse the driver for his/her meal.

If you DO NOT receive confirmation within five days of the requested date, please call the Service Center for information.

Please post the departure time as the time you need to **DEPART** from Enterprise. Normally, buses will arrive 15 minutes prior to departure time for loading equipment, baggage, etc. Mileage for any trip begins with the bus is “cranked” and ends when the bus is “parked”. **There will be designated buses for all field trips. All field trips will use these buses and all field trips will begin and end at the Service Center.**

Please call the Service Center on any changes to an activity trip. This includes cancellations, postponements; tournament wins/lose bracket competition, etc...

Have knowledge of the location where you are going. Normally, the bus drivers know the location, but the sponsors are responsible for specific information or directions. Please have good communication between individuals leading the bus to the destination. Lead vehicles must allow buses to keep up. Please ensure sponsor vehicles and buses stay together in congested areas.

Chaperones / Coaches should help police the bus at the end of the trip for garbage/trash. When staff / coaches drive the bus it is their responsibility to fuel and sweep the bus at the end of the trip so that the bus is ready for the next trip or regular use. Also, ALL trip invoices should be turned in to the Service Center ASAP after the trip for billing purposes.

Thank you for your help, cooperation and understanding to make all our trips safe.

Transportation Supervisor