

## GENERAL TRANSPORTATION INFORMATION FOR STAFF

### Field Trips

Field trip requests are due to the Transportation Office no later than the 15<sup>th</sup> of the month previous to the month you are requesting. If it is not submitted on time, your trip will be at risk for disapproval. Trips are limited to only a couple of buses per day. If there is a show/event you are planning to attend, please check with the Transportation Office prior to purchasing tickets to be sure the date is available for transportation. If there is an important event you are planning, submit your request as soon as possible to be sure to have transportation.

### Contractor Field Trips

It is the District's responsibility that our students travel as safely and securely as possible, whether via Hendrick Hudson buses or non-district school buses/coaches. This office **MUST** check and approve the bus company's insurance and driver's credentials prior to any and all trips. Hen Hud's Supervisor of Transportation and Head Mechanic **MUST** inspect the vehicle prior to the trip (at our bus garage). Please be aware that if you charter a bus/coach for any school related trip, it must go through the Transportation Office. This must be completed at least 60 days prior to the date of the trip.

This includes any sports trips, class trips and/or student government trips that may go through a travel agency that provides transportation as part of the package. Our insurance company, New York Schools Insurance Reciprocal (NYSIR), requires that besides having adequate insurance coverage, the charter company must have insurance with an "A" rated insurance carrier.

### Steps for Using a Contractor:

1. Call bus company (list of bus companies we have used in the past is below) to arrange your trip. Be sure to mention to the company that the trip must include the inspection at the Hen Hud Bus Garage (across from the high school) prior to them arriving at your building for the trip.
2. Sign a contract with the bus company.
3. Send a copy of the signed contract to the Transportation Department. We will forward this to the Head Mechanic so they know of the date for inspection of the bus(es) and who to call to get the driver's credentials.

### List of Bus Companies:

- JTR Transportation: 845-832-0432
- Hudson Valley Transportation: 914-788-1000
- Chappaqua Bus Company: 914-238-4404

### Objects Allowed to be Transported on a School Bus

New York State law and the need for safety make it necessary to restrict the size of objects (i.e., musical instruments) that can be transported on the bus.

#### Instruments Transported on the School Bus

The following instruments are small enough in size that a student can either place the instrument on their lap or between their legs as to not use a seating space on the school bus.

Allowable: violin, viola, alto saxophone, trumpet, flute, piccolo, clarinet, percussion kit and hand held percussion, sticks and mallets.

Note: All allowable instruments must be transported in cases which should remain closed on the bus at all times.

The following instruments have been deemed by the Transportation Department to be too large to be transported by the school bus without taking a seating space.

Therefore, it is the responsibility of the parent or guardian to transport these instruments to and from school.

Non-Allowable: 1/4, 1/2, or 3/4 size cello, full size cello, string bass (any size), french horn, tuba, trumpet, tenor saxophone, bass trombone, baritone horn, floor toms, bass drum, cymbals, any marching percussion, snare drums and multi-cultural drums.