SAN ELIZARIO INDEPENDENT SCHOOL DISTRICT
Support Services Department
Transportation Division

PROCEDURE: Field Trips

Rev. 4/15

In order to ensure a safe and enjoyable field trip, please adhere to the following:

1. Field trip request must be submitted to the office at least three weeks (15 calendar days) prior to the trip. Transportation needs trip requests at least two weeks (10) calendar days prior to the trip. Please print and complete the attached sample form and submit the trip information (flyer, brochure, etc.)
2. Field trips can only be requested for trips occurring between 8:30 a.m. to 1:45 p.m. (Athletic trips and UIL activities are exempt but depending on the circumstance could require a drop/return). Buses must be back at their campus no later than 1:45 p.m. in order for drivers to conduct their 2:15 routes.
3. If a field trip request is cancelled, or changes have to be made, you will be required to notify the Transportation Office as soon as possible at ext. 3982, ext. 4658, or ext. 4664. If a trip request is not cancelled 24 hours prior to event, overtime may be charged to our campus..

4. Upon returning to the district, students will be dropped off at the designated campus or location. Students may be returned to their home if extenuating circumstances exist. If this service is necessary, please indicate in space labeled "comments". Sponsors/coaches will accompany the students on the bus until all students are dropped off at the designated location (s).

5. Please indicate on the trip request form every location passengers are going to attend. Do not deviate from destination without campus Principal and Transportation Supervisor's approval.

6. You are responsible for confirming your Trip Request at least a day before the trip at ext. 3982 or 4658. School sponsored trips requiring overnight and/or out of state travel will be permitted according to school board policy FMG (Local). Final documentation of the trip request and related costs will be sent to the appropriate campus/department.

   (Important Note: When obtaining lunches for students going on a fieldtrip, it is your responsibility to ensure that arrangements are made with the cafeteria manager-inclusive of equipment needs and loading of goods.)

Thank you for your cooperation.