

ATHLETIC/FIELD TRIP INFORMATION 2024-2025

Welcome to driving athletic and/or field trips!

There are always great questions pertaining to athletic and field trips. This is to help answer the most popular questions asked. If there are additional questions, please don't hesitate to contact me at [765-269-8458](tel:765-269-8458) or tmwilson@tsc.k12.in.us.

1. What is the difference between FIELD TRIPS and ATHLETIC TRIPS?

FIELD: Field trips primarily pertain to trips taken within the school day. Curricular and incentive trips fall into this category. Ex: Pumpkin patch, Museums, Zoo, Conner Prairie, plays, etc. Sometimes, these events may leave before the beginning of school hours and return after the school day.

ATHLETIC: Athletic trips are sports related. These trips occur, for the most part, after school & weekends. The requests for departing for these events may be "early" due to travel destinations.

2. What is the difference between a ROUTE driver, SUB driver, and OUTSIDE driver?

ROUTE: Route drivers have specified elementary and/or middle/high school routes. They are available to drive field trips, usually, between 9:00a - 2:00p. This allows time to get to their schools in time for dismissal. Athletic trips are scheduled after their route times.

SUB: SUB drivers drive routes when the assigned route driver is unavailable (sick, family illness, death, etc). SUBS are here early in the morning until 9:00a. SUBS return in the afternoon until 4:30p. If the SUBS are not needed, they are required to stay until 9:00a and 4:30p.

OUTSIDE: Outside subs are utilized for trips that go beyond or outside the times of the school day. These trips will leave as early as 7:30a and not return until 2:30p or after. These trips fall during the route times. Meaning, route drivers and occasionally sub drivers are unavailable because of routes.

3. What is the pay for field trips/athletic trips?

Route pay is different than the pay for field/athletic trips. Field trips and athletic trips pay **\$16.00/hrly**. The pay includes driving and sitting time.

4. How to get back into the bus lot after hours?

All drivers will have an ID badge that can be scanned at the gate to open and close the gate. This will be obtained from **Lisa Headley** in the Transportation Office.

5. What are the high school activity buses (MAVS 60 & 62 and RAIDERS 61 & 63)?

These buses are propane activity buses that seat 44/bus. They are equipped with coach seating, air conditioning, DVD player, and overhead compartment storage. These buses can be used for any event. Athletics, academic competitions, curricular field trips, band, etc. If you haven't driven these buses, you will need to check with **Josh Brost**, Transportation Foreman, to be shown how to operate and refuel.

6. How are field and athletic trips assigned?

There are several things taken into account when assigning trips.

Everyone that signs up for trips is put on a list. Some drivers only want to drive certain schools, certain times, only field trips, only athletic trips, etc. Route drivers are limited due to route times. A driver is assigned a trip and accepts, their name rotates back to the bottom of the list. This keeps the rotation fair for the drivers. If you decline a trip, your name will rotate to the bottom of the list as well. If the trip is cancelled, you are offered the next trip available. If the trip is rescheduled, you are offered the trip before anyone else.

If you trade with someone, it is **your** responsibility to let me know.

7. How do I accept/decline a trip?

You will receive a message on your TSC email or email that you preferred. It will state that you have been scheduled a trip for school/event on a date. It is best for you to arrive about 15 minutes early. **It is required your respond within 24 hours of receiving the email. If no response, the trip will be offered to another driver.**

8. How are cancellations handled?

The schools are responsible for requesting the number of buses needed. This includes field trips, athletic trips, and any other competition.

Trips may be cancelled due to weather, event cancelled by hosting school, too many buses requested, etc. Schools are required to give 72 hours notification of a cancelled trip. If a driver has been scheduled for a trip and the driver is cancelled less than 72 hrs prior to the trip, the driver will be compensated for the whole trip.

EXCEPTIONS: *If the event has been cancelled or rescheduled due to inclement weather, another school cancelling event, and an athletic or any tournament loss, the driver will NOT be reimbursed for the hours lost. These are situations out of anyone's control.*

9. North End vs. South End = TSC Drivers, not North or South end drivers. ALL TSC DRIVERS

<u>North End Schools:</u>		<u>South End Schools:</u>	
BCE	Burnett Creek Elementary	CES	Cole Elementary
BGE	Battle Ground Elementary	DES	Dayton Elementary
BGI	Battle Ground Intermediate	MME	Mayflower Mill Elementary
HES	Hershey Elementary	MES	Mintonye Elementary
KES	Klondike Elementary	WRE	Wea Ridge Elementary
WYE	Wyandotte Elementary	WES	Woodland Elementary
BGM	Battle Ground Middle	SMS	Southwestern Middle
ETM	East Tipp Middle	WMS	Wainwright Middle
KMS	Klondike Middle	WRM	Wea Ridge Middle
HHS	Harrison High	MHS	McCutcheon High

10. Are students/teams allowed to eat on the bus?

NO, but it is left up to your discretion. Teachers on tight schedules with field trip or if raining out, lunches are eaten on the bus. It is the teacher's responsibility to bring the trash bag and to make sure all trash/wrappers/drink bottles/etc are disposed of properly. Please make sure your bus is clean and in good condition before the trips.

11. What is a "drop-off" or "pick-up"?

Schools will request a bus to "drop-off" at an event. Parents will usually come and take the students home. Therefore, a bus is not needed for transportation back to the school.

"Pick-up" is the same. Parents have dropped kids at an event, but are going back to school as a team/group. Either way, you are compensated for 2 hrs minimum pay.

12. When does field trip pay begin and end?

When you accept a trip, you are accepting the time requested. If you are at the school at 9:00a, and the trip leaves at 9:15a, you should be switching from ROUTE to FIELD TRIP.

If your trip leaves at 10:00a, you should be clocked out, as normal, then clock in when you restart your bus to begin to get the school. Again, **PLEASE arrive 15 min early** for the team/ class to load the buses, students/supplies/equipment, and to leave by the requested time. You are paid for that 15 min and the time driving to the school.

13. Driver no call, no show, declined trip, unexcused/unnecessary tardiness.

No call/No show: If you have accepted a trip, I send weekly reminders for the following week of what trips you are scheduled. If you NO SHOW or DO NOT CALL, your name goes to the bottom of the rotation list. After 3 offences, you will be banned from trips for the rest of the semester

Declining trips: If you have declined 3 trips, you will be off of trips for that semester.

These will be logged in Trip Tracker.

Unexcused/Unnecessary Tardiness: Routes are out of your control if you're late arriving to a destination for athletic/field trips. Routes will **ALWAYS** come first. Please be aware that the GPS is monitored on the weekends, as well. Ex: If HHS Volleyball is wanting to depart HHS at 8:00a, you need to be there by 7:45a for them to load and depart at 8:00a. Showing up to pick up the bus (at parked location) at 7:55a, NO pretrip shown, and on 231 by 7:57a, and arrive at HHS by 8:15a. Unnecessary and Unexcused. There are no routes to be delayed.

14. Mixing family field trip and route time.

Route drivers that wish to drive field trips during their route times will be charged an absence. The time off must be approved through Chris Bearden. You will be paid trip pay, \$16.00/hr, for that day if you're driving. We must have subs available to drive your route, as well.

If you are needing to cancel a trip you've accepted due to illness, family emergency, or any issue, please give me ample time to replace you. Sometimes last minute is all that you have and that can't be helped. If you need to be replaced for a trip for the above mentioned or as a no show, it is recorded with the reason as to why.