
Pittsford Schools

Transportation Department



Field Trip Guidelines

Field Trip Guidelines

INFORMATION

Trip request forms are available in each school office and are required to be submitted to the Administrative Assistant in each school who submits trip requests to the Transportation Department 15 school days prior to the trip. Trips are now done online through our new system Tripfinder. All schools have been trained on this program.

On days when school is in session, trips should not be scheduled between 7:00am to 9:00am and 1:30pm to 4:00pm. **Coaches take note:** Sports trips may not leave prior to 4:00pm. If a trip needs to be scheduled during these times, you must first obtain permission from the Transportation Department @ 267-3228. There is no guarantee that we will be able to accommodate your trip during this time frame. PLEASE CALL FIRST FOR AVAILABILITY.

If you plan to stop for a meal on your trip, this must be noted on the trip request in the directions.

The driver has a great deal of responsibility on the road. Therefore, the responsibility of student control and discipline rests with the coach or chaperone of the trip. The coach or chaperone should discuss and understand the expectations of their trip driver prior to departure. However, the driver may choose to exercise his/her authority if it is necessary for the safe travel of the trip. **The coach or chaperone is also responsible for checking the bus at the end of the trip** for trash or articles that may have been left behind by the students.

Spikes or cleats must not be worn on the bus

We will do our best to ensure that your trip will be a safe, convenient, and enjoyable experience. Any special arrangements or directions you may have should be noted on the Trip Request, submitted to the Administrative Assistant, and submitted 15 school days prior to the trip to arrange for special bussing. Requests less than 15 school days cannot be honored.

Field Trip Guidelines

DO NOT telephone the Transportation Department to schedule a trip. You must submit the trip request with the appropriate authorized signature. Use the following capacity guideline when determining the number of buses needed.

School Bus Capacity

48 Max./Bus

INFORMATION YOU WILL NEED:

1. School	Where the trip originates.
2. Teacher/Coach	Person responsible for the trip. Bus will not go on a trip without a chaperone employed by the District. Include phone number where they can be reached on trip.
3. Destination	Coaches/Teachers please indicate exact school. addresses need to be included.
4. Trip Date	The day and date (include the year) of the trip.
5. Departure Time	The time you wish to leave the school (no earlier than 9:00am-9:15am). If you do not board or make contact with the driver within 15 minutes of departure time, the driver may be instructed to return to the garage.
6. Return Time	The time the bus will be back @ school and drop off students. No later than 1:30pm. The time you wish to leave your destination and return to the District. Please be prompt. Monday through Thursday buses need to be returned by 9:00pm.
7. Directions/Notes	Any special instructions, details for pick up and drop off should be noted. Any special needs such as wheelchair, car seat, booster seat, etc. need to be noted.
8. TIME FRAME	ALL REQUESTS MUST BE SUBMITTED 15 SCHOOL DAYS PRIOR TO THE TRIP OR THE TRIP WILL BE DENIED!!!!

A trip number is automatically assigned and an e-mail will be sent by Tripfinder to the Administrative Assistant requestor confirming that the trip has been approved. If more information is required, the trip will be declined. An e-mail will be sent by Tripfinder to the Administrative Assistant requestor with itemized detail regarding the changes/additions required. You can edit the trip and resubmit for approval.

Coaches and teachers can call the Transportation Department at 267-3228 the day prior to their trip to verbally confirm their arrangements. Once confirmed, there is no reason to call that office during the afternoon operational hours (2:00 – 4:00 pm) to inquire on the status of your trip bus. The buses will get to the afternoon athletic trips as soon as they possibly can. Getting the students home from school is our first obligation and objective.

There must be a coach or teacher riding on the bus with the students, both to and from events.

Weekday trips need to be returned to school by **9:00pm** (Monday through Thursday). Fridays need to be returned to school by **11:00pm**.

Field Trip Guidelines

There is no food allowed on the bus. **NO SPIKES MAY BE WORN ON THE BUS.**

Trips will be picked up at the following locations unless otherwise noted field trip request:

Sutherland High School

BUS LOOP

Mendon High School

SOUTH PARKING LOT

Middle Schools

FRONT OF SCHOOL

Elementary Schools

FRONT OF SCHOOL