

Field Trip Procedures

The following guidelines will be used when planning field trips.

- Schools are responsible for putting all trips in the Travel Tracker software one month in advance of the date of the trip.
- The use of yellow bus drivers is permitted if the trip does not interfere with their regular bus route (between the hours of 9:30 am - 1:00 pm).
- All drivers must be Union County School Bus certified through the Transportation Department and on the random drug test list. The drivers listed in Travel Tracker are district approved.
- The cost is \$3.00 per mile for white or yellow bus and \$2.25 for activity vans plus the driver at \$26.00 /hr. The mileage will begin where the bus is picked up and ends when the bus is returned to its place of origin.
- Parents/Volunteers can ride at the school's discretion. Any such person must be on the Approved Volunteer List. The schools are responsible for checking these lists.
- No 16-passenger vans are to be used.
- Parents are responsible for any injuries and/or damage when transporting their own student(s). Parents may not transport any other students, staff, or adult chaperones.
- Schools are responsible for making a payment agreement with the driver for overnight trips.
- Yellow buses may be driven for field trips in/out of county that occur between the hours of 9:30 am - 1:00 pm. Yellow buses may not be used for out-of-state trips.
- Activity buses may be used for out-of-state trips that do not exceed 300 miles round trip. For in-state trips, there is no maximum number of miles for activity bus use.
- Use of activity buses by outside organizations is at the discretion of the Superintendent and/or the Board of Education.
- Refer to the Charter Bus guidelines before using non-UCPS owned vehicles.
- Reserve your vehicle:
 - All yellow buses/activity buses/activity vans must be reserved through Travel Tracker.
 - Activity vans are housed at Transportation and need to be reserved through Travel Tracker.
- Scheduling a driver
 - Yellow bus drivers are assigned through the area assistant manager
 - Activity bus drivers are assigned through the school
 - Activity van drivers are assigned through the school
- Passengers with special needs:
 - To reserve a bus with a wheelchair lift, please contact the area office prior to the trip to ensure the driver/staff are properly trained in securing a wheelchair. Be advised that wheelchair buses have a smaller capacity, impacting the number of buses required for a trip.
 - If a harness or “mom seat” is needed, the requesting school must contact the Area Office to ensure the device is available.