



Field Trip Guidelines

To Book a Field Trip

Regular route transportation takes precedence over field trips.

After the approval process, all field trip requests need to be entered into the field trip software by the Bookkeeper at least three (3) weeks prior to the departure date.

Special Needs requests will be entered in the notes section of the trip request.

Day field trips are not to be scheduled before an 8:45 a.m. leave time. All buses **MUST** return to school by 2 p.m. Day trips are not guaranteed a leave time before 8:45 a.m.

Once the trip is entered in the field trip software, please communicate any date or time changes to the Trip Coordinator as soon as changes are realized.

Requests to leave before 4:30 p.m. will be filled to the best of our ability with the staff available.

Coach / Teacher / Chaperones Responsibility

There is to be at least one teacher or chaperone on each bus. Each trip will have the cell phone number of the teacher in charge entered on the trip request.

The coach / teacher / chaperone will confirm the destination before leaving the school.

Confirmation of the destination will be discussed with the driver before leaving the school.

Coach / teacher / chaperones are responsible for assisting the driver with discipline of students. The driver is responsible for the overall safety of the trip, but the bus driver must be able to concentrate on driving the bus without the distractions from students who are misbehaving. Disruptive, loud, unruly behavior will not be tolerated. The teacher/chaperone is responsible for monitoring students' behavior. The bus driver has authority to pull over at a safe location and wait until the disruptive behavior has cleared before continuing with the trip.

Field trip transportation is provided only for students, teachers, coaches, and approved parent chaperones. Parents and/or pre-school children wishing to participate in the trip must provide their own transportation.

Eating, drinking, or chewing gum is not allowed on the bus.

Coach / teacher / chaperone will designate team members to clean up messes and pick up loose litter on the bus after each trip. The coach and driver will inspect the bus for problems prior to the driver leaving the school, at the end of a trip.

The coach / teacher / chaperone will check the bus after the trip to look for any items left behind by students. This includes the undercarriage of trip buses, if applicable.

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Safety

Be respectful of others and their property.

Not all buses are able to be securely locked so taking valuables on a trip is not recommended. The school, bus driver, and transportation department are not responsible for items lost or stolen from the bus.

State law prohibits blocking the aisle of the bus for any reason and at any time. Students may not place or store equipment or clothing in the aisle by the emergency exits. Nor can students sit or lie down in these areas. No object should be stored above the level of the top of the seats.

If the trip coordinator has been notified beforehand of a trip cancellation, the trip is not counted. If the trip is cancelled after the driver arrives at the bus garage or school, the organization will be charged two (2) hours minimum trip time.

Trash is to be picked up off the floor and thrown in the trash can upon exiting the bus. Do not leave trash on the seats or floor of the buses.

Food and drinks are generally not allowed on buses. For out-of-town trips, students will be allowed to eat on the bus with prior arrangements between the driver and coach/teacher. Glass bottles, soda cups (even with lids) and cans are **not** permitted on the bus. Screw top plastic bottles **are** allowed. All trash will be picked up and thrown in the trash can before students depart the bus.

Spikes/cleats are not allowed to be worn on the bus.

Students are not allowed to change their clothes on the bus.

Crawling over and sitting on the tops of seats is not allowed.

Miscellaneous

When multiple buses are used on a trip, the best route will be coordinated among all the drivers. The teacher, director, or group sponsor may make suggestions as to the best route, but the drivers retain the responsibility for the final decision and the most appropriate route. If a collective agreement cannot be reached, the Trip Coordinator will be contacted to join the discussion.

If a bus is decorated by an organization for a spirit bus, no glitter or confetti will be allowed. It is the responsibility of the organization to clean the bus after an event.