



Scheduling Field Trips



Field trip requests **MUST** be made **BY PHONE** with the Transportation Office before the paper work is submitted to make sure the day being requested is available. Any Field Trip Request form received **WITHOUT** prior registration by phone will not be approved by Transportation.

Call Transportation at 707- 2051.

Confirm that buses are available for your trip before completing any paperwork.

If a Special Needs bus is required, (wheelchairs, car seats, etc,) reserve one at this time.

A Field Trip Request Forms **MUST** be in the Transportation Department at least two (2) weeks before the scheduled trip so that it can be processed and assigned to a driver. **IF THE PAPER WORK IS NOT RECEIVED BY TRANSPORTATION, THE TRIP WILL AUTOMATICALLY BE CANCELLED.**

It is the teacher's responsibility to get the address and be familiar with how to reach the trip destination.

The busses will not be available any earlier then 8:45 Am. All field trips MUST be back at the schools by 1:30 PM. The bus driver will inform the teachers on what time they will need to be back on the bus and loaded to leave. If you don't board the bus by the time given could result in you being left at the site.

Give an accurate headcount of the number or students and number of adults.
This will guarantee a bus large enough to accommodate your trip.

The bus driver will be the only person allowed to secure wheelchairs.



FIELD TRIP POLICIES



Any person being transported on a school bus is under the authority of the bus driver.

This includes all Parents and Teachers.
Follow driver's directions the first time they are given.

Teachers are expected to maintain control of their class.

Please sit with your class to help monitor bus behavior.
Uncontrolled behavior may result in cancellation of the field trip by the bus driver.

If this occurs, another driver will not be sent to complete the field trip.

No one is allowed to stand or walk on the bus while it is in motion.

This includes leaving a parking lot, bus loading zone or on any street, road or highway.

If there is a problem, ask the driver to pull the bus to the side of the road before taking action.

Lunches are to be packed in boxes and/or coolers.

The boxes and coolers will be placed in the two back seats of the bus.
No items are allowed to be on the floor or blocking the aisle or windows.
Teachers are responsible for removing the boxes/coolers and returning them to the school cafeteria.

No Food may be eaten on the bus.

This includes gum, suckers, and other candy that may become lodged in the throat.

Water bottles are allowed as long as they are the sports bottles with sip caps.

Water fights are not allowed.

These rules apply to all teachers, parents or guardians, coaches, principals

Thank you for your cooperation with this request.

Field Studies are intentional experiences that students can't get on their own; experiences that raise students' sights about opportunities in life and are meaningful and purposeful with limited duplication of experiences from one grade to the next; experiences that are tied to the curriculum and/or student outcomes.

Teacher:	School:
Grade:	Date of Study:
Proposed Field Study:	
Budget Code:	
Principal's Approval:	Date:
Destination:	
Address:	
Departure:	Return:
# Students Approx :	# Adults
# Wheel Chairs :	# Car Seats/Harness
Have you contacted the cafeteria for lunches?	Lunch:

THIS SECTION TO BE COMPLETED BY TRANSPORTATION DEPARTMENT ONLY

\$60.00 per hour for each bus	Director's Approval:	
Number Of Buses:	Hours of Trip:	
Total Cost:		
Driver:	Bus #:	# Students:
Start Mileage:	Start Time:	# Adults:
End Mileage:	End Time:	
Driver:	Bus #:	# Students:
Start Mileage:	Start Time:	# Adults:
End Mileage:	End Time:	
Driver:	Bus #:	# Students:
Start Mileage:	Start Time:	# Adults:
End Mileage:	End Time:	