

(School District)



Field Trip Policy (Year)

Transportation Department



(Name)
Superintendent of Schools

(Name)
Director of Transportation

(School District)

Pupil Transportation Department Philosophy Statement

It is the philosophy of the (School District) to provide a safe, courteous, consistent, and efficient transportation service over routes authorized by the Board of Education for eligible pupils.

In organizing the operation of the transportation system, all applicable statutes, rules, and regulations of the State of Michigan, or its agencies, shall be strictly adhered to and all recommendations and suggestions shall be carefully considered.

The primary purpose of the transportation system is to provide transportation for those eligible pupils from the vicinity of their homes to the school they attend. Careful consideration shall also be given to efficiency and economy of the operation. Use of transportation equipment for field trips, co-curricular activities, and other authorized educational, cultural, and recreational activities is permitted when it does not conflict with the primary purpose for transportation. School bus transportation shall be considered a privilege to be used by a student only as long as the student accepts the responsibility for his/her own conduct; carefully following all established rules and regulations and complies with the directions and requests of the driver. Most school bus riders may find it necessary to walk some distance to the designated bus stop.

The general supervision of the organization and operation of the school transportation system shall be the responsibility of the Superintendent of Schools, and may be delegated to appropriate administrative and supervisory personnel.



Transportation Department

Contacts

*(Designated Contact), Director of Transportation (Area Code) (Phone Number)

**After hours emergency or cancellation: (Area Code) (Phone Number)

*(Designated Contact), Transportation Lead Mechanic (Area Code) (Phone Number)

**After hours emergency or equipment failure: (Area Code) (Phone Number)

(School District)

Office of Transportation

(Address)

(City, State, Zip Code)

(Phone Number)

(Fax Number)



Field Trip Request Procedure

1. The Building Administrator receives, reviews, and approves the field trip request from the teacher/coach.
2. The Building Administrator submits the approved request to the Transportation Department.
3. Field trip request MUST be posted in Transportation Department for drivers to bid on no less than (5) five workdays prior to the actual trip date. (Per Driver Contract)
4. A Bus Request form must be provided for each bus needed. (One form per bus)
5. Field trips are generally limited to five (5) buses during the school day and three (3) buses for afternoon athletics. Contact Transportation to confirm availability of buses prior to scheduling event.
6. After trip is assigned to driver, copy will be sent to Building Administrator that approved the trip request.
7. In the event of an EMERGENCY, the Trip Sponsor (Teacher/Coach/Chaperone) will maintain a roster of students and adults who will be participating and riding the school bus to the scheduled event. The Trip Sponsor MUST have the roster prior to departure.
8. Transportation Department will bill the Trip Sponsor for the driver/mileage/bus/damage after the trip is completed. This will be done on a bi-weekly basis.

Field Trip Hours



School Days: 8:30 a.m. until 2:30 p.m. (Does not apply to athletics)

Exceptions may apply. Please contact the Transportation Department before planning a field trip.

Weekends & Holidays: No time table. If request is on a Holiday, contact the Transportation Department for possible rate increase.

Field Trip Rates



Field Trip Rate is based upon the amount of miles bus is driven and actual time bus driver is contracted for.

All Trips are billed at a (3) Three Hour Minimum *plus* Mileage.

Mileage is recorded from the moment the bus leaves the Transportation Facility until the bus returns to the Transportation Facility.

The Transportation Department strongly encourages anyone planning a field trip to contact us prior to making final arrangements. We will assist you in planning the most effective trip possible and give you an *estimate* of the cost.



General Rules and Guidelines

Breaks/Meals for Drivers:

Drivers may leave the field trip location to eat meal(s) or for the purpose of using a rest room. The driver **MUST** notify the trip sponsor of where and how long he/she will be away from the location.

Cancellation of Trip:

If the trip is cancelled or the number of buses needed is less than what was requested, notify the Transportation Department as soon as possible. If the Transportation Department is not notified of a cancellation and a bus arrives for the trip, the trip sponsor will be billed for a minimum of one (1) hour.

If the trip is to be rescheduled, contact the Transportation Department for available dates.

Chaperones:

Drivers are **NOT** permitted to leave for or return from a destination without a chaperone on the bus. The School Bus Driver is responsible for the proper operation of the vehicle during boarding, un-boarding and transit. Chaperones are responsible for enforcing bus rules and maintaining a safe environment aboard the bus during the field trip. The driver also has the authority to give instruction to all passengers when the safety and welfare of the students is involved.

Clean Buses:

The trip sponsor will notify the Transportation Department if a bus arrives dirty. This includes the outside of the bus as well as the inside. The trip sponsor is responsible for the cleanliness of the vehicle's interior at the conclusion of the trip. The sponsor is responsible for the inspection of the bus for cleanliness along with the collection of lost/found articles. The driver will have garbage bags available for clean up. The Transportation Department **WILL ADD** clean up time to the field trip bill if the bus is returned dirty.

Clear Aisles:

At all time, the bus driver will maintain a clear and unobstructed path to the emergency equipment and exits. No articles will be allowed to block the view from any window in the bus. No books, band instruments, athletic equipment, etc. shall be transported in the driver's compartment or placed in the aisles.

The Pupil Transportation Act #187 of 1990, Sec. 65, #5, (c)

The school bus is not to be used for transporting freight, goods, or merchandise other than that which is carried on the laps of individual passengers.

Field Trip Requests:

A field trip request form should be submitted to the Transportation Department for Bus Drivers to bid upon at least (5) five workdays prior to trip date. (Contract Language)

No phone request will be taken. All requests are reviewed and approved on a first-come first-served basis. The number of daily trips and buses allowed is limited, so the earlier the request is submitted, the better chance of approval.

If a bus is shared between two or more groups/schools, send only (1) one field trip request form and include complete instructions for services needed.

All field trip requests must include the complete name, address and directions of the destination. (Exception: Athletics)

Any trip changes, i.e., cancellations, times, destinations, number of passengers, etc., must be submitted in writing or faxed to the Transportation Department prior to the field trip. The fax number for the Transportation Department is (Area Code) (FAX Number).

Food and Drinks:

The State of Michigan Department of Education recommends, "Passengers on a school bus do not eat or drink on the bus unless it is parked". The (School District) follows this recommendation and does NOT allow food and drinks on the bus at any time unless medically necessary. (NO EXCEPTIONS!!!) The bus driver may stop en route at a restaurant only if pre-authorized by Building Administrator. If a restaurant stop is planned, it must be included on the field trip request and also should not delay the return time during a school day.

Noise Level and Radios:

The driver and the trip sponsor will cooperate to maintain the noise level and determine any rules unique to the field trip. Cheers are allowed until the bus reaches the public roadway. For safety reasons, the noise shall be at a level of acceptance for the bus driver when the bus is on the road.

Besides the bus-equipped radio, only earphone-type radios and cell phones are allowed.

Overcrowding:

A 77-passenger bus will seat 77 passengers, placing (3) three in a seat. When requesting a bus for a trip, please keep in mind the number of students, equipment to be transported, the size of the students, and the type of clothing the students will have, i.e., uniforms, ski jackets, etc.

The bus driver will report to the Director of Transportation if he/she feels the bus is overcrowded and a safety issue. The Director of Transportation will determine if additional vehicle(s) are needed and/or available, based on State Guidelines.

Bus Size Availability

77 Passengers

72 Passengers

39 Passengers with 5 Wheelchair Stations

39 Passengers with 3 Wheelchair Stations (Option)

65 Passengers with 5 Wheelchair Stations (Option)

A separate field trip request form should be completed for every bus needed.

Pick Up and Return Times:

Pick Up Time: is when you want the bus to depart at your pick-up point. The earliest scheduled leave time is 8:30 a.m.

Contact the Transportation Department before scheduling a trip that will require an earlier leave time.

Return Drop Off Time: is the return time to the departure site. The latest return time during a regular school day is 2:30 p.m. Remember when informing the bus driver the time you wish to re-board the bus for departure back to school to leave plenty of travel time. The return time to school is necessary to assure that regularly scheduled bus routes are maintained for school dismissal.

When planning travel time, keep in mind that buses DO NOT travel as fast as cars

Pre-School Children:

Only pre-school children enrolled in (School District) programs will be permitted to ride on field trip buses. The State Law regarding car seats in private vehicles for pre-school age children will be enforced. Contact the Transportation Department to ensure equipment for pre-school age children is available. Infants will not be transported on a school bus.

Return Trip:

All students transported by (School District) school buses will be transported back to the starting destination in the same vehicle. The trip sponsor must approve exceptions. The trip sponsor will assume all responsibility of any students not returning in a school district vehicle or left behind.

Roster:

A roster of all students and adults (including teachers, coaches and parents) who will ride the bus during the trip must be kept and maintained by the trip sponsor in the event of an emergency. No Exceptions.

Special Needs Students:

Transportation of Special Needs students:

Check with the Transportation Department for availability of an ortho (lift bus) before scheduling a field trip.

Students **MUST** be transported with their equipment (wheelchair, walker, etc.). The equipment **CANNOT** be transported separately.

Contact Transportation Department for additional questions regarding the transporting of students with special needs.

Student Bus Rules:

The Student Bus Rules shall be in effect for all passengers on field trips. The Trip Sponsor and school personnel in charge are expected to have control of students and ensure that the bus rules are being followed. The School Bus is an extension of the classroom. The safety and welfare of all passengers will be maintained by the Trip Sponsor/Teacher/Coach and Parents on board the school bus during the field trip.

Unavailable Date:

According to contract language, all bus drivers **MUST** attend an annual mandatory orientation/in-service meeting to be held five (5) workdays prior to the start of school for students. Any trip requests needed on this day must be pre-approved by the Director of Transportation.

Weather Conditions:

Decisions regarding the cancellation or early return from destination due to weather or road conditions is decided upon by the Trip Sponsor/Building Principal/Athletic Director and/or the Director of Transportation.