

FIELD TRIPS

Buses for field trips are available on a first come, first served basis and can be requested with the submission of a completed Field Trip Request form. **This form should be submitted to the Transportation Office at least two weeks prior to the field trip date.** There are a limited number of drivers available each day for trips, so the earlier a trip request is submitted, the better the chances are that it will be filled. Forms are available in each school office.

Trips requested under the 2 week window may be denied.

Field trip buses are available on a daily basis from 8:30 a.m. until 1:30 p.m. If your trip arrival /departure time(s) do not fall within this time frame, the trip will be dependant upon the availability of our substitute drivers.

Field trips must be approved by the school Principal, their Designee, or the Director of Activities. **The trip sponsor is required to obtain approval from the Superintendent prior to the submission of the trip request for the following:**

- Any trip going out of state. Within the Interstate 275 loop or to Kings Island or Perfect North Slopes do not need approval.
- Any trip exceeding 100 miles one way. An approximated itinerate is required to be provided.
- Any trip that is an overnight stay. An approximated itinerate is required to be provided.

Upon receipt of and approval by the Transportation Director, the field trip request will be filled by the Transportation Office staff. Drivers are assigned approximately two weeks prior to the trip date. Once the driver assignment is completed, the pink copy of the form will be returned to the school office indicating the driver name and bus number. We encourage you to call or e mail the Transportation Office at any time to check on the status of your field trip.

FORM COMPLETION INSTRUCTIONS

When submitting your field trip request, please be sure to complete all areas of the form. The more information you provide to us, the better we will be able to meet your specific needs.

The trip designation portion of the form must be specific location. **It is the responsibility of the trip chaperone to obtain driving directions to the trip location.** Please share these in advance with the Transportation Office. **Trip chaperones are responsible for any parking lot fees, tolls, etc. incurred in connection with the trip.**

Please be specific with the boarding site as it pertains to your particular school. For example, please indicate that the loading is to take place in the “front of building”, “north lot”, “bus lot”, etc.

The boarding time portion of the trip request should be the actual time you wish for the bus to arrive at your location. Please indicate if the time is a.m. and p.m. Field trip buses will arrive at the boarding location approximately five minutes prior to the trip departure time. **Upon completion of the boarding, the trip driver must be shown a passenger roster for everyone on board.** This roster must include passenger name, address, date of birth, and emergency contact number. This is the information that will be required in the event of an accident or emergency.

Your bus driver is not permitted to proceed with the trip until the roster is presented, per KAR 702:030, section 21.

When completing the section indicating the number of passengers riding, please be specific as to the number of students riding AND the number of adults riding. Our largest buses have the capacity of 50 passengers for high school and middle school, at two students per seat. These buses will also accommodate 78 elementary passengers at three per seat. If the number of riders changes from the time of the original submittal of the form and the trip date, please notify the Transportation Office and we can adjust the number of buses needed for the trip.

If your field trip includes a special needs student in a wheelchair, please indicate this in the appropriate area of the trip request. Special needs buses can accommodate up to four wheelchairs and 15 additional passengers.

The return time is the estimated time of **return to your school**. All trips must be returned to the school by 1:30 p.m., unless the driver of the trip is a substitute driver on a substitute bus. Again, we have a limited number of substitute buses.

If your trip requires transportation of coolers, equipment, instruments, etc, undercarrier buses are also available. The need for this type of bus must be indicated on the trip request in the appropriate area. Please be aware that the carriers can only accommodate a normal size cooler and will not hold the “taller” type ones now available on the market.

If your field trip is an overnight trip, please indicate if the driver will also be staying overnight, or if the trip is a drop and return. The cost of the driver’s hotel room must be paid for by the trip chaperone. Under DOT regulations, a driver must have 8 hours uninterrupted sleep and **cannot share room accommodations**.

Please indicate on the trip request if the students attending are kindergarten students, as this helps us to determine if midday kindergarten transportation is affected by the trip. If the students being transported are preschool students, please indicate the number of safety vests needed.

Current rates for field trips are \$20.00 per hour and .79 cents per mile and are subject to change quarterly. The driver’s time starts with the pretrip inspection at the bus at the garage. This is a state mandated vehicle inspection and must take place prior to the start of the trip and this inspection usually takes about 10 minutes. The trip time ends with the state mandated post trip inspection. Additional time may also be incurred **cleaning and refueling** the bus.

TRIP CANCELLATIONS

The Transportation Office should be notified immediately if a scheduled field trip has been cancelled. If the cancellation occurs after the trip driver has arrived for the scheduled pick up, the program will be billed for use of the bus and 1 hour show up time for the driver.

ONE WAY TRIPS

On the day of the trip, if the trip driver is notified that he/she will not be needed for the return trip, the driver has the option at the trip site for the scheduled trip time. The driver will be paid for the scheduled time. If however, the trip is identified as a one way trip when originally submitted to the Transportation Office, the driver will be paid actual time.

If you have any questions regarding field trips, please do not hesitate to contact the Transportation Office at 635-2161.