

TRANSPORTATION DEPARTMENT

INSTRUCTIONS FOR TAKING FIELD TRIPS



**DISTRICT SCHOOL
BOARD OF PASCO COUNTY**

TRANSPORTATION DEPARTMENT
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USE OF SCHOOL BUSES

EXTRACURRICULAR TRIPS

School buses owned by the District School Board of Pasco County may be used to provide transportation of students for field trips of an educational nature, athletic events, performances as uniformed units (school bands, cheerleader, etc.) representing the school and/or school district, or other school sponsored activities in which the students are required or expected to participate. All such trips shall be properly chaperoned.

Spectator buses may be provided for athletic events for students of the particular school involved if student conduct is appropriate and buses are not abused. Adult chaperones shall accompany the students, and there shall be a minimum of two adult chaperones and a maximum of five adult chaperones per bus. Spectator buses shall not be provided for adults.

Any other use of the school buses not included in this policy must be approved in advance on an individual basis by the School Board.

Bus drivers for extracurricular trips are to be assigned by the Transportation Department.

The cost incurred by the Transportation Department in providing transportation for extracurricular trips shall be reimbursed by the school, department, etc., receiving the service. All reimbursements are due upon billing by the finance department.

Requests for transportation services for extracurricular trips must be made to the office of the Director of Transportation **fourteen (14) days** prior to the date of the trip and must include the date of the trip, number of students participating, destination, times of pickup and return, education purpose, and names of chaperones.

The incidental transportation of school officials, board members, and chaperones in connection with any school activity may take place if approved by the Superintendent or his/her designee.

Authority: 230.22(2), F.S.

Law Implemented: 230.23(8), F.S.

INSTRUCTIONS FOR TAKING FIELD TRIPS

FIELD TRIP BUS REQUESTS must be entered in TERMS screens (L934 / L935) **fourteen (14) days** prior to the date transportation is needed. Late requests must be called in to the Director of Transportation for approval prior to entering them into TERMS. **(See the attached Transportation Request Worksheet.** Bookkeeper: This worksheet can assist you in obtaining all the information from your staff that you will need to correctly enter the request in TERMS).

1. The use of buses for field trips shall in NO WAY ALTER, INTERFERE WITH, OR INTERRUPT THE OPERATION OF REGULAR SCHOOL ROUTES CARRYING STUDENTS TO AND FROM SCHOOL. BUS ROUTES TAKE PRIORITY OVER FIELD TRIPS.
2. Buses are available for field trips between the hours of 9:45 a.m. and 1:30 p.m. or after 4:30 p.m. on school days. On days when students are not in school, buses are available without time restrictions. **(We have attached a time worksheet to assist in developing an itinerary for your mid-day field trips. This will allow you to better estimate the usable time available at the field trip location).**
3. The proper conduct of all passengers will be the responsibility of the supervising school staff and chaperones. Drivers are responsible for driving the bus safely. Staff, chaperones, and bus drivers are jointly responsible for the safety of the students and equipment.
4. Under no condition will objects be placed in the aisle or around the operating mechanism of the bus. All equipment will be placed under seats and out of the way of the driver, and the bus aisle will be kept clear at all times. Large musical instruments are not to be transported on school buses. The Band Director will make arrangements for transporting these instruments by other means.
5. **BUS LOADS WILL NOT EXCEED 65 PASSENGERS—INCLUDING CHAPERONES.** Please do not ask the driver to transport more than 65 passengers. For planning purposes, the following bus load amounts are suggested: Elementary- 65 students, Middle- 55 students, High- 45 students. Please consult Transportation for special needs seating information. Transporting chaperones may reduce available student seating.
6. Drivers are not responsible for anything left on the bus before, during, or after the field trip. You may contact Transportation for lost and found items following your activity.
7. Lunches may be transported on the bus, but no eating or drinking is allowed on the bus.
8. It is the responsibility of the school staff or chaperones to give directions to the bus driver concerning the route to be taken and parking arrangements upon arrival at the destination. Any fees or tolls are the responsibility of school staff or trip sponsor.
9. The school staff or trip sponsor is responsible for any extra expenses incurred on field trips. (Examples: turnpike tolls, parking fees, overnight accommodations, etc.).
10. If a trip should be cancelled for any reason, school staff shall call the Transportation Office as soon as possible prior to the scheduled time so the driver will not make an unnecessary trip. If the driver reports to the school and the trip has been cancelled without prior notification, the school will be billed a cancellation fee of \$36.50 (\$62.50 w/ transportation assistant) per bus.

FIELD TRIP CHARGES: \$18.25 per hour (and an additional \$13.00 per hour if a transportation assistant is needed) and \$1.00 per mile will be assessed for each bus. During most school days, billable time and mileage will be recorded from the trip's start point to the trip's end point. In some instances, a school bus

operator's layover time prior to the field trip activity may also be billable. For those field trips scheduled on weekends, the transportation compound will be used as a trip's starting and ending point for billable time and mileage. At the end of each trip, the driver of each bus shall complete a trip report form which includes the information entered in TERMS, the trip total mileage, total field trip time, and any remarks. There is a new section on the bottom of the trip form that needs to be filled out by School Personnel upon return from the trip. Schools are billed based on this information; therefore, please direct staff members attending trips to sign and include their return time back at the school.

IT IS IMPERATIVE THAT FIELD TRIP BUSES RETURN TO THE SCHOOL NO LATER THAN 1:30 P.M. THE DRIVER MUST BE AVAILABLE TO DO HIS/HER REGULAR ROUTE.

MINIVANS

Each Transportation Compound has a limited number of minivans available to be driven by employees approved through the Authority to Transport Students process. Minivans may be used to transport small groups of students when school buses are not available or practical. These vehicles are available on a limited basis at a charge of \$.50 per mile and include a full tank of fuel. Additional fuel needs are the responsibility of the school. Minivans hold a maximum of 7 passengers including the driver (students under the age of 12 years old may not be transported in the front seat). Contact your school's bookkeeper about making arrangements to reserve minivans. Staff members not currently approved through the Authority to Transport Students process can enroll online at our department website. Please allow up to two (2) weeks after submitting your application for the DMV check to be completed. Your authority status will be reported to your administrator. You will not be permitted to drive a minivan until the DMV check is completed.

RENTED VEHICLES

In the event that the District cannot meet your transportation needs, the use of approved rental vehicles may only be used with specific permission given by the Director of Transportation. Those operating rented vehicles must also be approved through the Authority to Transport Students process. Purchasing will not approve any purchase orders for rental vehicles without Transportation approval.

USE OF PRIVATE VEHICLES

Employees transporting students in their private vehicle must first be approved through the Authority to Transport Students process. Information and procedures regarding volunteers transporting students can be found in the *Transporting Students by Private Vehicle* document available on our department website.

If you have any questions regarding field trips or minivan use, please call the field trip transportation coordinator at extension 4-0402. Contact your respective Transportation compound to verify scheduled trips a week in advance.

Visit us at <http://www.pasco.k12.fl.us/transportation>

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