

TRANSPORTATION SERVICES

## **INSTRUCTIONS FOR TAKING FIELD TRIPS**



### **PASCO COUNTY SCHOOLS**

TRANSPORTATION OPERATIONS  
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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 Transportation Department Services.

The cost incurred by Transportation Services 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 Services **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 Munis **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 Munis. (Bookkeeper: This worksheet can assist you in obtaining all the information from your staff that you will need to correctly enter the request in Munis).

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 when available. 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 or Transportation Assistant 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 you have any questions regarding your field trips or minivan use, please call the field trip transportation coordinator at extension 4-0402. Contact your respective Transportation compound a few days in advance of your scheduled trip to verify your arrangements.
  
11. 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 \$43.80.

**FIELD TRIP CHARGES:** \$21.90 per hour (and an additional \$13.00 per hour if a transportation assistant if needed) and \$1.00 per mile. Salary increases provided through the negotiated SRP contract will result in an increase of the trip charges assessed. Billed mileage is recorded from the trip's starting point to the trip's ending point. At the end of each trip, the driver of each bus shall complete a trip report form which includes the information entered in Munis, 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 MID-DAY FIELD TRIP BUSES ARRIVE BACK 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 those approved through the Authority to Transport Students Program. 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). Minivans are to be picked up on the date reserved and may not be checked out early. Contact your school's bookkeeper about making arrangements to reserve minivans. Staff members not currently approved through the Authority to Transport Students Program can enroll online from our department website. Please allow up to 10 days after submitting your completed packet for the DMV check to be completed. Your worksite administrative staff will receive periodic updates regarding those employees at their worksite approved to transport students. You will not be permitted to transport students until the DMV check is completed.

### **RENTED OR PRIVATE VEHICLES**

In the event that the District cannot meet your transportation needs, the use of an approved private or rental vehicles may only be by those approved through the Authority to Transport Students Program. Purchasing will not approve any purchase orders for rental vehicles without Transportation approval.