

1. Can I request a specific bus operator for a trip?

Trip sponsors may not request a specific bus operator or bus monitor. Our Contractors must abide by their collective bargaining agreements (CBA) which require that operators and monitors are assigned to field trips based on the charter wheel and other CBA process(es).

2. Can I schedule an overnight trip, on what days of the week and at what times

Overnight trips may be scheduled with our Contractors. There are no forbidden days of the week or times. The important factor is to request field trips at least one week in advance.

3. Who decides what the more suitable route is (bus operator or person in charge of trip)

The customer always has the final say; however, communication should occur between the trip sponsor and the operator to ensure the most efficient and economical services.

4. Are we allowed to go on an out of State trip?

Out of State field trips must be approved by the School Board. If the proper approvals are provided, field trips out of State are allowed. There are different guidelines, timelines and approvals needed to get an out of State trip approved.

5. Who is responsible for providing directions to a specific destination on field trip?

The Contractor is asked to provide directions and any special instructions to the operator for each trip. The trip sponsor may also provide directions and communicate with the operator to achieve the most efficient and economical services.

6. Is the cost the same for the different size buses?

Bus size has nothing to do with field trip cost.

7. How many days in advance, do you need to request a bus?

According to the field trip manual, buses are to be requested 3 wks prior to trip, Athletic Field trip buses should be requested at least a week in advance. Services requested within a week may or may not be scheduled dependent on Contractor factors like operator availability, time of day, number of confirmed field trips on a specific day, etc...

8. What times can I schedule a bus?

For routine field trips during school hours, the prescribed times are 9:30 AM to 1:30 PM. Other times may be requested. The Contractor will evaluate other requests and determine if they can service or need to decline to provide the services.

9. How do we calculate the time for each trip?

The time component of the field trip includes the time the bus is requested, or it's arrival time if late, and the time the students are returned to the school. Time is not calculated for the between time when a bus leaves the field trip and returns to the field trip. This often occurs if the bus had to leave for other AM/PM service needs. Once the bus returns to the destination, time continues and is calculated for payment purposes.

10. How do we know, if the bus should remain or drop off or pick up?

Contractually, all field trip buses are to remain with the students and field trips are not to interfere with AM and PM services. However, in order for the Contractor to be able to service some field trip requests, they have to be able to drop and return. This information is supposed to be noted on the confirmation they provide to the trip request. If this information is not known at that time, the operator and trip sponsor can have this conversation prior to the trip. This allows for the trip sponsor to cancel the trip if the bus must remain with the students.





Field Trips Questions

11. How much time in advance do we have to cancel a bus?

Contractually, field trip buses may be cancelled at any time. However, to avoid the minimum cancellation fee, the bus(es) must be cancelled off site. Once the bus is on-site a one hour minimum applies on school days and a 3 hour minimum applies on non-school days.

12. How do we cancel a bus after the order has been made?

Contractors request a phone call to their Charter Coordinator if the bus is cancelled on the day of the trip. Further, the cancellation must also be emailed for documentation purposes. Schools should include the name of the person to whom they spoke when they document the cancellation via email. If the bus is cancelled at least a day in advance of the services, an email to the Charter Coordinator is sufficient.

13. How much does it cost per hour

The hourly pricing for FY 15/16 is \$21.73 per hour. Mileage is .70 per mile. If an ESE bus is used, a monitor is required. Due to the differences in pricing between Contractors and possibility of other changes, contact the Transportation Business Office (858-6200) for current monitor pricing for a particular Contractor.

14. How can we transport luggage or equipment?

Luggage and/or equipment must be secured on the bus to ensure that in the event of an accident there would be no loose objects that could become projectiles. The wheelchair lift may not be used to load luggage or equipment onto the bus. It is recommended that an additional bus or other vehicle transport the luggage and/or equipment if space is not available to properly secure the cargo.

15. How can we transport students/faculty/chaperones with special needs on field trips?

An ESE bus may be requested to transport ESE students, etc... Trip sponsors may need to consider ordering additional buses if the wheelchair positions take up needed seating dependent on the size of the group.

16. Can we bring food or drink on the bus?

Contractors generally do not allow open containers of food or drink on field trips. Lunches, etc...properly secured, may be transported for consumption at a destination. Open containers may be allowed at the Contractor's discretion on longer trips. The reason there are restrictions is because the operator may or may not have time to clean the bus before their next trip. Usually, the next trip is to pick up the high school tier to transport students home.

17. Who can we contact if a school changes something during a trip?

Changes to a field trip in progress should be communicated with the operator, who should advise their Dispatch in case there are unknown factors that will need to be mitigated to service the change request. Trip sponsors should record any changes that may affect pricing on the Field Trip Voucher (FTV) so that payment may be accurately calculated during the payment process. Bookkeepers are not on the trips and have no idea of any special considerations that may affect pricing, unless they are properly noted on the FTV.

18. Is there a form for the driver to fill out?

*No, the trip sponsor enters all information on the bus voucher. The driver provides the odometer miles to trip sponsor. Bus vouchers are **REQUIRED** unless special arrangement were made through the Transportation office.*

Still have Questions call Transportation 904-858-6200

