



TRANSPORTATION SERVICES (TRA-P029)

I. Field Trip

A Field Trip can make a significant contribution to the learning experiences of students. A Field Trip is a Class Activity where students and teachers will be able to gain first hand knowledge on an area of study. Such trips encourage new interests; supplementing and enriching classroom learning, making them aware of community resources, and helping them relate their school experiences to the outside world.

In advance of a study trip, teachers shall determine Educational Objectives, which relate directly to the curriculum. Principals shall ensure that teachers develop plans, which provide for the best use of students' learning time while on the trip. Teachers shall provide appropriate instruction before and after the trip.

There are many choices of Destinations available in Sacramento and surrounding areas. We hope that all classrooms will take advantage of all the opportunities available.

II. Pupil Safety and Discipline

The teacher's primary responsibility at all times when on a Field Trip is the safety and discipline of the students. Although students are by law, responsible to and under the authority of the driver when on a school bus **Board Policy, AR 6153 states *Teachers or other certificated personnel shall accompany students on all trips and shall assume responsibility for their proper conduct.*** The driver's responsibility reads as follows:

Authority of Bus Driver – 5 CCR 14103.

14103. (a) Pupils transported in a school bus or in a school pupil activity bus shall be under the authority of and responsible directly to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across the street, highway, or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation. A bus driver shall not require any pupil to leave the bus enroute between home and school or other destinations. (b) Governing boards shall adopt rules to enforce this section. Such rules shall include, but not be limited to, specific administration procedures relating to suspension of riding privileges and shall be made available to parents, pupils, teachers, and other interested parties.



TRANSPORTATION SERVICES (TRA-P029)

The students should be thoroughly instructed by the teacher on the following points before leaving on a Field Trip:

1. Students are to enter and leave the bus in an orderly and quiet manner.
2. Students must remain seated throughout the duration of the Field Trip.
3. Students are to keep hands, arms and heads inside the bus/vehicle at all times.
4. Students' voices are to be kept at a low level at all times.
5. Students are not to be eating, drinking or littering on the bus.

The capacity of a School Bus is based upon a 12" hip breadth of three to a seat, namely Kindergarten, 1st, 2nd and 3rd grade students. When requesting a bus you need to remember that the bigger students, namely 4th, 5th and 6th grade students have a far less capacity per seat on a bus and depending on the amount of adults and students requested for a Field Trip, two (2) buses instead of one will need to be requested to accommodate all adults and students safely on a bus.

If at any time a bus driver feels the capacity of the bus is unsafe, he/she has the authority to excuse, as many adults/students off the bus as they feel is necessary to make the bus safe for a Field Trip. At that time the adults/students excused from the bus will need to find other transportation.

III. Procedures for Requesting/Submitting Classroom Field Trip

This year the Field Trip Request Form is called Transportation Bus Request for Classroom Field Trip or a Form 203. It is online in the Transportation Department Web Page under Field Trip Office and can be printed and mailed in. I will no longer be sending back a copy of the form and I will not be accepting any faxes. Your confirmation will be your schools List of Scheduled Trips By School. Each teacher is to complete a copy of the Form 203 for each trip you request. If you have two or more classes going on a Field Trip please list all the names of all teachers participating. The teacher and/or office staff should make a copy of each request as reference for your school. It is very important that all Form 203's be completed as soon as possible by each school, and mailed into the Field Trip Office. All requests will be set-up at the appropriate destination on a **First Come First Serve Basis by date received into the Field Trip Office and at least fifteen (15) days prior to the Field Trip.**

All forms **MUST HAVE** a Principal Signature and Budget Code or Persons Name Paying for the Field Trip. **All 203 Forms will be returned if this information is not on the form.**



TRANSPORTATION SERVICES (TRA-P029)

This year teachers need to book their own trips to U. C. Davis Farms, Sacramento Zoo and Fairytale Town. These destinations are requiring that you book trips online and need information I cannot provide plus there is important information, documents and payments, you must know and be responsible for. When submitting your 203 Form make sure that the date you booked your trip is on the form.

The reservation staff at Nimbus Fish Hatchery is also requesting teachers to schedule classroom tours/field trips directly with the hatchery. Please add the Nimbus Fish Hatchery to your list of destinations to schedule personally.

All trips to Ancil Hoffman, Effie Yeaw Nature Center, William B. Pond, etc. will also need to be booked by teachers. They require a fee prior to the trip and I have been notified that there have been problems with teachers not notifying principals and staff of the cost. When submitting your Form 203 all you need to remember to do is put the date you booked your trip on the form.

IV. Sly Park Trips

I am also requesting a Form 203 be sent in for **all Sly Park Trips**. **If your school needs a bus for Sly Park starting this year you MUST SEND in a Form 203.** Weekend Field Trips to Sly Park are charged the Overtime Charge on the trip back only. The trip up is on a regularly scheduled workday and is at the regular rate.

Although most of our buses are equipped with storage compartments, it generally is not enough to accommodate all baggage and therefore the seating capacity is diminished thus reducing the actual seating capacity of the bus. **School Faculty and Students are RESPONSIBLE for the Loading and Unloading of the Bus.**

V. Notification of Field Trips Scheduled

Each school will receive a **List of Trips Scheduled – by School Report** of its scheduled Field Trip(s) after the trip(s) have been booked. Each teacher(s) having a trip scheduled on the report should examine the report and take note of the date, destination, number of passengers/buses, pick-up time, etc. If there are any questions or concerns regarding the report please contact Lucy Becker at the Field Trip Office @ (916) 277-6703.



TRANSPORTATION SERVICES (TRA-P029)

VI. Field Trip Costs

Field Trip Buses are available between the hours of 9:15 a.m. to 11:30 a.m. **ONLY**. Buses returning to your school **after 12:30 p.m. will incur overtime charges.**

Effective July 1, 2006 the cost for the 2006-2007 School Year is as follows:

Regular time	\$33.51 per hour
Mileage	\$ 2.47 per mile
Over Time	\$50.30 per hour

A trip is billed from wherever the driver is coming from prior to your school, your school to the destination, back to your school, and then back either to the Transportation Yard or another school.

Starting this School Year if a teacher has not canceled a bus they have requested for a Field Trip within 72 hours of the Field Trip, the School will be charged \$50.00 or time and miles for not canceling the bus with the Field Trip Office.

VII. Transportation For Full Inclusion Physically Disabled Students

It has been brought to the attention of the Transportation Department that Field Trip Bus Requests for Special Needs Students in General Education classes are being requested with very little notification time. **Teachers who have Full Inclusion Students in their classroom that require a Special District Wheelchair Van for a class Field Trip must now have attached the Special Education Transportation Form completed, and approved by your Site Administrator, and then sent to Karen Maier, Supervisor, at Box 750 at least Twenty (20) working days prior to the date of the Field Trip.** Ms. Maier will then submit the form to Tammy Guenther in the Transportation Department @ (916) 277-6701.

We would appreciate it if you would share this information with any of your staff being affected by this procedure. To obtain additional forms please reference the [Process Management System website](#). Thank you in advance for your cooperation.

I hope this year the Field Trip Handbook is helpful and beneficial to all, and especially to our students as they go on these trips. We are here to motivate, encourage, and move students on to make their successes and dreams a reality. Let's see what we can do together to help.

If you have any questions or concerns please contact Lucy Becker, Field Trip Office, Box 844B or call me at (916) 277-6703.