

Field Trip Bus Request Guidelines (non-athletic)

1. Please plan well in advance for any field trips that require school bus transportation. In order to schedule bus transportation services, a two-week notice is required for ALL trips.
2. Field trip requests are generated and approved via TripTracker. Staff members input the request, and an email is sent to building principals for approval. An email is then sent to the requesting staff member confirming approval by the building principal.
3. A majority of the buses are 77-passenger and are designed to transport up to 77 elementary-aged children. There are 25 seats that are designed to hold three children and one seat that is designed to hold two children. For high school trips, the bus will not hold more than 52 riders (two to a seat). Depending on the size of the students, upper elementary and middle school student capacity will be somewhere between lower elementary and high school.
4. Field trips should not be scheduled any earlier than 9:00 a.m. and no later than 2:20 p.m. This means the bus must leave the school no earlier than 9:00 a.m. and be back to the school no later than 2:20 p.m. This will ensure that field trips will not impact regular transportation services.
5. End-of-year field trips (water park, Spare Time, MSU Children's Garden, etc.) should be staggered throughout the last week of the school year, rather than scheduling all activities on the day before the last student day. This will allow flexibility in scheduling the number of buses required to accommodate end-of-year field trips for all of our students.
6. Effective April, 2014, it was determined the district would no longer charge back individual buildings for field trip transportation costs. Field trips are funded by the general fund at the discretion of the building principal. The district requests PTOs to financially support field trip costs based on what they have historically supported. It is the responsibility of the building principal to make contact with their PTO for this contribution.
7. Field trip estimates can be calculated based on \$57.08/hour (billed to the nearest tenth). Once the trip has been completed, exact times will determine the actual cost of the trip. Variables include how soon students load/unload, weather, traffic, origination of bus (school/Dean Trans. base), etc. Most in-town trips run approximately two hours – give or take a few minutes per bus. Out-of-town trips are based on length of time as the driver stays with the group.
8. Students CANNOT be charged a fee for field trips that are part of the curriculum (part of a student's grade). Fees can only be accessed on a voluntary basis (free and appropriate education).

Please direct questions regarding planning a field trip to Christine Washburn at 319-8366.

Revised 6/29/2021