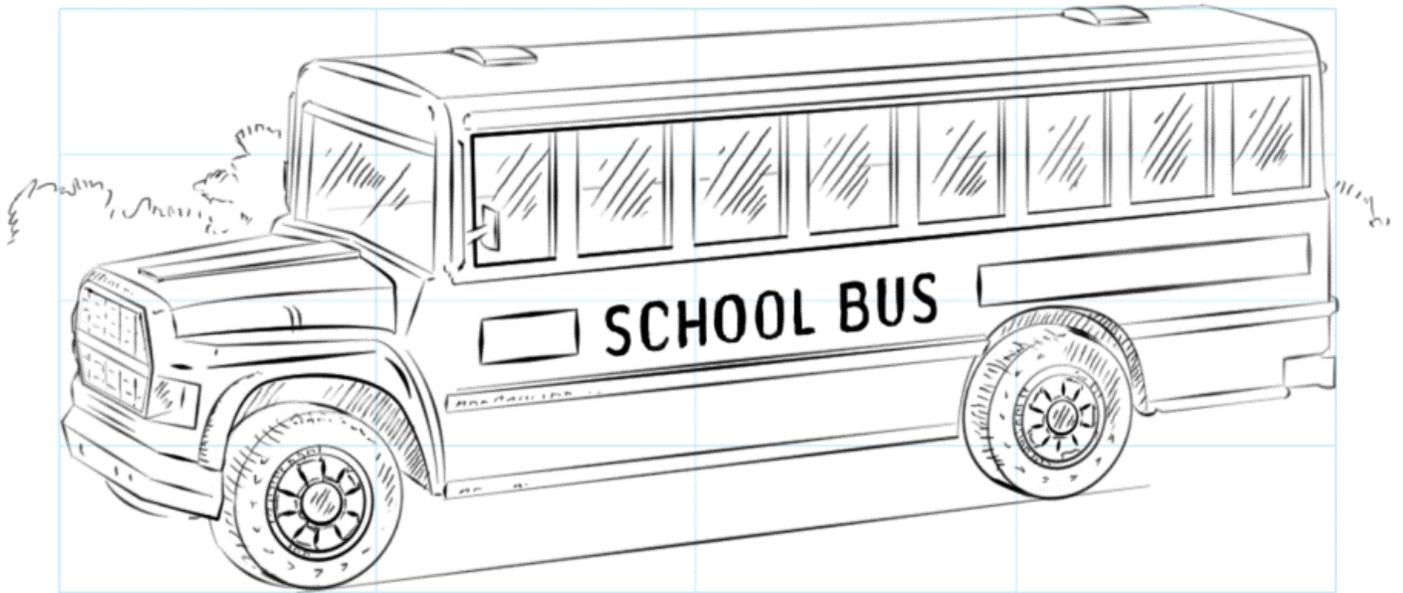


Carroll County School System Field Trip Guidance Manual



SUPERCOLORING



PREFACE

Field trips are an integral part of the education of students in the Carroll County School System.

In order to make field trips safe, efficient, and pleasurable the following guidelines and procedures must be followed.

Field Trip Approval Procedures:

1. Field Trip Requests Must Be Entered In The Field Trip Management Database.
 - a. Currently the database is Versatrans Trip Tracker
 - b. A new Trip Database Website (Traversa) will go Online in August 2022 or September 2022. Information regarding the new system will be provided when it is pertinent and available.
2. All instructional field trips must be approved by the school principal.
3. All instructional field trips scheduled for overnight / out-of-state must be submitted to the Assistant Superintendent of School Performance, Dr. Jessica Ainsworth and the Director of Transportation, Shawn Bissell no later than the first day of the month preceding the month of the scheduled trip. The reason for this is that the Carroll County School Board must approve such trips at a school board meeting.
4. All athletic & fine arts field trips scheduled for overnight / out-of-state must be submitted to the Assistant Superintendent of Support Services, Glen Harding and the Director of Transportation, Shawn Bissell no later than the first day of the month preceding the month of the scheduled trip. The reason for this is that the Carroll County School Board must approve such trips at a school board meeting.
5. All CTAE field trips scheduled for overnight / out-of-state must be submitted to the Director of Career, Technical, and Agricultural Education, Cindy Clanton and the Director of Transportation, Shawn Bissell no later than the first day of the month preceding the month of the scheduled trip. The reason for this is that the Carroll County School Board must approve such trips at a school board meeting.
6. All subsequent and short notice overnight / out-of-state field trips due to the advancement in brackets, competition, or other special opportunities related to athletics, fine arts, or other school related group must be submitted to the appropriate County Office Executive (Dr. Ainsworth, Mr. Harding, or Ms. Clanton) and the Director of Transportation, Shawn Bissell immediately upon notification that the school will need to participate further.

Field Trip Etiquette:

1. Teachers and Chaperones are responsible to manage student discipline and needs during field trips.
2. Students are expected to display appropriate behaviors for the classroom while on the bus.
3. A trip schedule / itinerary must be followed and preapproved so as to allow time to complete planned activities. The driver must return to the school in time to start their afternoon routes by 2:00 pm.
4. Students, Chaperones, and Teachers and Coaches are responsible for post trip bus cleanup at the conclusion of field trips. The bus interior should be left in clean condition. Including all trash, spills, etc.

1. FIELD TRIP TIMES FOR PICKUP AND RETURN

- **Pickup / Departure**
Do not schedule pickup/departure before our routes are completed in the morning **(8:30am)**. Currently we are experiencing a nationwide bus driver shortage and a viral pandemic. Many buses are not finishing routes to get students to school on time. If possible, a 9:00am pickup/departure time is recommended.
- **Return From Field Trip**
All buses must return for afternoon routes, **NO EXCEPTIONS**. Academic field trips must be dropped off at their schools by **2:00pm** so buses can make it for their first routes in the afternoon.
- **Communication Regarding Trips**
All scheduling or rescheduling of trips communication needs to go through the Transportation Field Trip office. Communication should be with Miranda Cronan. Direct communication with bus drivers creates issues. Email Miranda Cronan using our School System email. miranda.cronan@carrollcountyschools.com
- **School Based CDL Driver & Activity Bus Driver**
If you have teachers, para-pro, or coaches that are certified to drive and insured as a school system employee, the above time requirements can be waived. However, your driver will be responsible to pick up, fuel, and return the bus to the Transportation Office.
- **Driver's Meals – Daytime Field Trips**
If your academic field trip is occupying the driver's lunch time, you are responsible to provide the driver with a suitable meal or refund the driver's meal expense (receipt must be provided) within per-diem guidelines.
- **NO OUT OF COUNTY FIELD TRIPS TO BE SCHEDULED DURING THE LAST TWO WEEKS OF SCHOOL.**
- Any exceptions to these guidelines must be approved by Director of Transportation – Shawn Bissell.

2. LABOR RATES & TIME CALCULATIONS (BILLED TO SCHOOLS)

- **System drivers:** \$13.00 per hour
- **Bus monitors:** \$13.00 per hour
- **Coaches/School Based Drivers:** No charge
- **Minimum Rate:**
All compensated time will be collected from the driver's field trip sheet. This may differ from the original estimate because of changes during the trip and/or unauthorized side trips.
- **Accrued Hours:**
Labor charges for scheduled trips will include all required pre-trip and post-trip procedures.
- **Overnight Billing Rate:**
Trips that require a system driver to stay overnight will be billed an additional \$120.00 each night the driver is away from home. Billing will include actual hours worked for travel days to and from the overnight destination (2-hour minimum applies)
- **Driver Hotel Accommodations:**
Drivers must be provided with their own hotel room at the expense of the school/program. You may book 1 room for 2 drivers of the same gender. Room cannot be booked for coach or teacher and driver.

3. CHARGE VERSUS NO-CHARGE TRIPS

- **No Charge Trips:**
Trips that are mandatory (e.g. athletics, academic meets) will be at no cost to the school. Overnight trips may have some billed costs.
- **Charge Trips:**
Trips that are not mandatory (e.g. Georgia Aquarium, Stone Mountain Park) will be charged as defined in Section 2.

4. ADDITIONAL FEES

- **Bus Cleaning:**
Buses returned from field trips that require additional cleaning due to neglect or excessive trash, debris, or mud will be assessed a minimum of \$50.00. (Photos will be provided to applicable school administrators)
- **Tolls:**
All toll related costs are the responsibility of the school and attending staff members. Bus drivers will not pay related toll cost.
- **Parking:**
All parking related charges are the responsibility of the school and attending staff members. School staff are required to garner and pay for all required parking passes prior to the field trip departing. (Georgia Aquarium, Atlanta Zoo)
- **Late Cancellation:**
If a trip planner is required to cancel a trip, the trip should be canceled in the field trip planning software no less than 24 hours prior to the scheduled departure time. Trips canceled with less than 24 hours notice will be charged for 2 hours (\$26.00) of labor. Late cancellation fees will not apply to trips due to weather, emergency conditions, or other conditions beyond the requestor's control.

5. BILLING PROCEDURES

All trip invoices will be forwarded to schools for charges accumulated ASAP.

6. TRIP REQUESTS

All trip requests should be submitted using "Trip Tracker". This is a web-based application administered by the Transportation Department.

- **Trip Requests:** Must be submitted and approved 10 school calendar days prior to the planned departure date. "Trip Tracker" will not allow any requestor or approver to submit a trip request with less than 10 days notice.
- **Exceptions:** Exceptions to the 10 day notice requirement will only be made for "win to play" athletic scenarios. Note: In win to play scenarios, it is acceptable to schedule bus service based on the assumption that a team will play through an entire event/tournament.
- If a scheduled approver denies a trip for any reason, the 10 day submission window will be waived as long as the trip is rescheduled within 24 hours.
- All planned trips must be scheduled in the planning software and go through the required approval processes.
- Any changes or cancellations you must call and email transportation to avoid any problems or fees at least 24 hours in advance. (2 Hour Driver Fee Charged)
- All trips must have an address for pick-up and destination.
- Contact Miranda Cronan - miranda.cronan@carrollcountyschools.com
- **NO FIELD TRIPS TO BE SCHEDULED DURING THE LAST TWO WEEKS OF SCHOOL.**

7. BUS CAPACITY

The recommended capacity for buses is:

	<u>2003 or older buses</u>	<u>2004 or newer buses</u>
*Elementary:	66 students	72 students
**Middle/High	50 students	55 students

- *For each adult rider on an elementary bus = subtract two students
- **For each adult rider on a MS/HS trip = subtract one student
- Capacities do not allow for supplies or equipment

8. SUPPLIES AND EQUIPMENT

Needed supplies and equipment can be transported during field trips with minor restrictions:

- All items must be secured behind the last row of seats (if space available), in a seat, or under a seat in a manner that will prevent them from becoming airborne in the event of an accident. Carrying supplies will most likely reduce the seating capacity for the bus when items have to be placed on seats. For planning purposes, subtract 3 elementary students and 2 middle/high students for each seat occupied with supplies.
- No supplies or equipment may be placed in (1) seats adjacent to emergency escape windows, (2) in front of the rear emergency exit, (3) in the driver's compartment, (4) in the stairwell area, (5) in the aisle of the bus.
- If transportation is needed for **SPECIAL NEEDS** children, trip requests must include what equipment is needed based upon the student's I.E.P.

Ex. Wheelchair, safety vest, STAR seat

IS A MONITOR REQUIRED?

9. LUNCHESES / FEEDING / STUDENT BEHAVIOR & MONITORING

- School Chaperones / Teachers are responsible to monitor and manage student behavior on the bus during field trips. Students must remain seated and behave as if they are in a classroom while riding the bus.
- Requesting sack lunches from the Nutrition Department is the responsibility of the trip requestor. You are responsible for cleaning the bus if you eat lunch on the bus.
- **If you plan on having a stop for feeding, it must be noted in the itinerary with time denoted in the notes.** This is not a reason for the trip to run late. Buses must return for routes. **Lunch / meals must not interfere with bus routing. (2:00 Return Time)**

10. DRIVER/STAFF COMMUNICATIONS DURING FIELD TRIP

At least one faculty member must provide a cell phone number that will allow the driver to communicate with the group during their trip. Any unplanned circumstances, itinerary changes, or emergencies should be communicated.

FIELD TRIP AND ACTIVITY DRIVER RESPONSIBILITIES

1. Drivers are responsible to know and follow all logistics pertaining to field trips that they accept. This includes directions, arrival times, itineraries, parking plans, etc. Drivers needing assistance in these matters must contact the Field Trip Office before the date of the trip.
2. Teachers and Chaperones must be Carroll County School System employees or they must be pre-approved by the school system. They always be present on the bus during trips. They are responsible to manage student discipline and needs during field trips. Students are expected to display appropriate behaviors for the classroom while on the bus.
3. Drivers may ask the teacher to sit in the front, middle and back of the bus while on a field trip to maintain and handle discipline on the bus. Drivers must concentrate on the safe operation of the bus at all times.
4. Students, Chaperones, and Teachers and Coaches are responsible for post trip bus cleanup at the conclusion of field trips. The bus interior should be left in clean condition. Including all trash, spills, etc.
5. All safety regulations apply during field trips just as if buses are on route. Review emergency evacuations.
6. Drivers are not to leave field trip locations for any reason while on trips. For daytime academic field trips, the school should provide the driver with a lunch / meal if they are having a meal while on the trip. The school may reimburse the driver if they choose an out to eat arrangement. The driver must provide a receipt to the school for reimbursement and work with the school to process the request. A suitable meal from the school cafeteria may be provided to the driver by the school.
7. Drivers / Buses are not permitted to leave a field trip without appropriate accommodations for pickup. Athletic trips may be terminated due to weather and teams are not to be left waiting for a bus to return.
8. Any and all problems while on field trips need to be reported to the Field Trips Secretary for administrative purposes and solutions.
9. Field trip sheets must be submitted as scheduled and appropriate signatures verifying mileage and time must be included when field trip sheets are submitted.
 - a. Get the appropriate teacher's or chaperone's signature (indicating approval of the recorded time and mileage for each trip). Mileage is recorded from school and back to school (not from their home, parking location, or last student drop off before trip).
 - b. Return Field Trip Sheets as soon as possible to guarantee they are able to be submitted in next time sheet submissions.
 - c. Field Trip Sheets are not accepted by fax. They must be submitted as original copies.
10. When multiple buses are on a trip, it is **expected that they caravan / convoy**. The lead bus driver is expected to set the pace so all buses are within close enough distance to communicate and work as a team. All buses should leave the trip together and arrive back at the school together. Remember who your customer is and always be professional and courteous!

This is a partial summary and does not include all responsibilities of a driver. A well rested non-distracted driver is a safe driver. A driver should be prepared for their daily work assignment and not overextend themselves.

FIELD TRIP ISSUE AND OPERATING PROCEDURES

1. Drivers are expected to keep their trips once issued. Cancelling your trips puts undue stress on the department. If you accept trips, you are expected to be committed. Consideration for emergency situations will always be honored.
2. To ensure better management of field trip opportunities and service to our clients, there will be five (5) categories of trips. Drivers must sign up for each category listed in order to be considered for trips. Note: Trips will be assigned to drivers in the following order:
 1. Previous group assignment.
 2. School assigned to.
 3. Parent of a child/student on trip.
 4. Attendance
3. The Director reserves the authority to make assignments as needed to support the best interest of the system. This may result in deviations from issue guidelines due to customer need, driver ability or short time restraints for issue of a trip. Drivers signing up after the start of school will be added to the roster and will be eligible for assignment.
 - A. Day Trips: Monday through Friday from 8:30am to 2:00pm
 - B. Evening Trips: Monday through Friday after 3:00pm. This includes athletic trips
 - C. Weekend/Overnight Trips: Trips that include Saturdays/Sundays/holidays and may require an overnight stay with the group being transported. In most cases this will encompass the weekend or may be scheduled during school holidays such as spring break
 - D. Special Needs Trips: Any drivers signing up for this category will have to be checked out and signed off by the Special Needs Supervisor before they can be added to this list
 - E. On-Call/Short Notice: Trips needing to be covered within 48 hours of receipt by the department. Drivers signing up for these trips agree to take trips on short notice. In the event we cannot get drivers from this list, operations will open the trip up to all department personnel
Note: Trips received that must be covered within a given shift will be offered via two-way radio to the first driver responding to the dispatch call. In these instances, we do not have the time to pull from the on-call list.
4. The field trip rate of pay for 2022 - 2023 has is \$12.00 per hour for drivers and \$9.00 per hour for monitors. The minimum trip is 2 hours or \$24.00. Drivers will be paid a cancellation fee of 2 hours or \$24.00 if a trip is canceled on arrival or no notice at all. Trips canceled due to weather will not be paid a cancellation fee.
5. Coverages are assigned by Cluster Supervisors, Field Trip Secretary, or Dispatchers when Field Trips, Routes, Daily Runs, etc. conflict. It is expected that these coverages are honored.
6. Trips that are canceled and rescheduled due to weather or by the requestor will be put back in rotation for reissue.
7. **Drivers are not authorized to obtain their own substitute for field trips. ALL FIELD TRIP SCHEDULING, AND RESCHEDULING MUST BE HANDLED BY THE FIELD TRIP SECRETARY. DRIVERS AND COACHES / TEACHERS ARE NOT PERMITTED TO MAKE ARRANGEMENTS TRIP CHANGES.**