

Transportation Field Trip Protocol



This protocol may be updated during the school year. Please check the following web page to ensure you are reviewing the latest protocol: <https://www.vidaliacityschools.org/transportation>

Before a school bus or other Vidalia City Schools vehicle can be used for any purpose other than that vehicle's designed purpose, a written transportation request must be submitted through the appropriate principal to the transportation department. The Transportation Director will then compile such requests and verify the availability of such vehicles, availability of qualified drivers (if applicable), and any conflict in scheduling with the vehicles designed purpose. Upon the completion of all these, they will present these requests to the Superintendent or his designated representative for action or presentation to the Board of Education for approval and/or disposition of the request. (See policy below: VBOE Policy IFCB – Field Trips and Excursions).

- This protocol applies to student field trips/conferences, employee meetings/conferences, etc.
- ATHLETIC TRIPS: Team head coach is responsible for providing the Transportation Director with a season schedule and coordinating the transportation for each game. The field trip transportation form does not need to be completed for these trips.

Requester / School will:

- Complete the Field Trip Transportation Request form well in advance of the date of the trip.
- The form must include all requested information and must be signed by the requester and building principal.
- Submit request to building principal

Principal will:

- Review Field Trip Transportation request
- Process approval or denial of Field Trip Transportation request
- If denied, principal must communicate denial to requester
- Submit approved request to superintendent or designee

Superintendent will:

- Review principal-approved Field Trip Transportation request
- Process approval or denial of Field Trip Transportation request
- If denied, the form will be returned to the building principal and requester.
- If approved, the form will be forwarded to the transportation department.
The Superintendent or his/her designee is authorized to approve all field trips except those which extend overnight or leave the State of Georgia. Field trips which extend overnight and/or leave the State of Georgia must be approved by the Board of Education as per VBOE Policy IFCB – Field Trips and Excursions. Trips requiring board approval will be submitted at the next regular scheduled board meeting upon receipt in the board office.
- Submit approved request to Transportation Director or designee

Transportation Director will:

- Approve or deny request based on bus, vehicle, and /or driver availability.
- If denied, transportation director will email form to the requester acknowledging denial of the request.
- If approved, transportation director will assign an authorized system driver and email form to the requester acknowledging approval of the request.

Requester / School responsibilities:

- Contact the Transportation Director to finalize plans for the trip
- Obtain (or verify on file) the required student permission trip forms.
- If regular route bus drivers transport the students, they must be back in sufficient time to run afternoon routes.
- If the return time for the trip is after school dismissal, arrangements must be made for students to get home.
- If a trip occurs thru lunch, notify your cafeteria manager if these students will or will not be participating in school lunch for those days.

Bus Driver / SUV Driver / 14-Passenger Bus Driver / Athletic Team Coach will:

- If driving a system SUV or 14 passenger bus, a copy of the authorized employee's valid driver's license MUST be on file in the central office.
- If you have to fuel up during the trip, provide the fuel receipt to the Transportation Director for reimbursement.
- Employees in charge of the trip are responsible for removing all trash from the vehicle upon returning the vehicle to the system vehicle lot.
- For overnight trips, lodging and meals must be provided for the bus driver.
- If using system transportation during non-school days, plan to pick up the vehicle keys from the transportation director prior to the trip.
- If returning a system vehicle outside business hours, park / lock the vehicle in the bus lot or gated area behind the BOE office, lock the gate upon exiting and drop the keys in the drop box which is on the transportation office door.
- State law requires all drivers and passengers to wear a seat belt at all times.
- Established traffic signals and speed limits are to be strictly observed. The Vidalia City Schools shall not be responsible for fines levied as a result of violating speed limits or traffic regulations.

Field Trip Transportation requests must be submitted in a timely manner so as to allow time to schedule the use of a system vehicle and secure an authorized driver.

Please make final travel arrangements with Transportation Director Robert Taylor well in advance of the trip. You may contact him by email at rtaylor@vidalia-city.k12.ga.us or mobile at (912) 293-4550.