

# INFORMATION REGARDING CHARTER AND FIELD TRIPS

## COMPLETING THE EXTRA-CURRICULAR BUS SERVICE REQUEST

- Be as specific as possible when completing transportation requests. List specific destination by name and exact address. For sports, give the exact location of the field where your team is to play. In most communities, there are several sport fields for each sport. Drivers are responsible for getting you to your destination in the shortest possible time and by the shortest route.
- For maximum safety, drivers will drop passengers at the curb in front of the school or building the group wishes to visit. Allowing large groups of students to cross streets to get to their destination is to be avoided if at all possible. Therefore, if the driver knows exactly where he/she is going, he/she can plan ahead on the best way to approach a destination.
- If you plan on stopping somewhere to eat or do something other than what you have listed as your destination, also include that in your directions. Drivers don't always know areas and can't always take you and your group to the "nearest fast food restaurant". Make sure when you request a destination that the area is accessible for a bus.
- Indicate exact number of students, coaches/teachers and whether a wheelchair lift is needed and, if so, how many wheelchair riders there will be, etc. This information is used to determine size of bus needed and whether it is possible to combine two teams on one bus one way during busy spring and fall seasons.
- Indicate if there is a double pickup. This happens for teams such as swimming. For example, there will be a pick up at 2:30 p.m. at the High School, then a pick up of 2 or 3 students at the Middle School at 2:45 p.m.
- **The "time of departure from destination"** is the time you intend to board and depart. **Please be boarded and ready to leave at that time.** If there is a change in plans, you must notify the driver prior to departing from the school.
  - In order to provide service to all groups desiring to travel, drivers are often scheduled "back-to-back" on charters. Using the departure time that you have requested and adding travel time, they will often be scheduled to leave another school 15-20 minutes after returning you to your school.
  - Many times drivers will do charters between taking students to school in the morning and taking them home at night. If you do not depart at the time you have indicated on your slip, the driver will be late for his/her next charter or to the school he/she is to transport home. This causes great anxiety on the part of the driver and the school.

## RULES FOR THE ROAD

In order to ensure the continued safety of our students during field trips and sports charters, the Minnetonka Schools Transportation Department is requesting teachers and coaches **enforce** the following rules and regulations with their students. This will leave the bus driver free to focus his/her attention on traffic and safe driving.

- A coach/teacher/chaperone must be present on each bus whenever there are students on board.
- Students **MUST** remain seated at all times, seat-to-seat and back-to-back.
- The posted bus rules are always in effect.
- No arms or heads out of the windows. Throwing things out of the windows or around the inside of the bus is not allowed. Windows cannot be lowered more than ½ way down.
- Arrangements for students to eat or drink on the bus must be made in advance with the bus company. If permission to eat on the bus is obtained, teachers and coaches must provide plastic garbage bags to collect the trash. At the end of the charter, students or chaperones should be assigned to pick up trash on the bus and then the bus is to be checked by the person in charge.
- When charter and field trip groups stop at fast food restaurants, students should be told to eat everything in the restaurants and not bring anything back on the bus without permission from the driver.
- Voices should be kept to a conversational level. No one voice should be heard above the rest. Singing is allowed with permission from the driver as long as it doesn't escalate into screaming.
- School staff and chaperones should watch for vandalism to seats: cutting, graffiti, etc.
- Use of the radio is up to the discretion of the coaches, teachers and bus driver. Students are usually very loud on charters and field trips and use of the radio increases noise volume, so many drivers prefer not to use it.
- It is against Federal regulations to drive a bus with anything blocking the aisles or the emergency door. Please keep this in mind when planning to transport equipment, such as skis, gymnastic mats, first aid kits, water coolers and large boxes of lunches. The following are safety issues:
  - Nothing will be allowed to be placed over the tops of the seats that could become potential projectiles.
  - All equipment must be kept out of the aisle and between the seat compartments. Do not be offended if the drivers ask you to comply with this law. Food service may be able to assist you in procuring coolers that may be stored under bus seats.
  - The Minnesota State Patrol can issue the driver a fine and a misdemeanor violation, which would result in the loss of the driver's school bus endorsement and his/her license to drive a bus.