

WOODLAND JOINT UNIFIED SCHOOL DISTRICT



TRANSPORTATION SERVICES FOR FIELD TRIPS/SPORTS TRIPS

SERVICES OFFERED

Woodland Joint Unified School District offers its school bus fleet for District field trips and sports trips.

All field trips, District or Chartered, are to be coordinated through the Reg. Ed. dispatcher at the Transportation Department: 530-406-5984.

INTRODUCTION

Transportation would like to take this opportunity to offer you some detailed information and tips about planning and requesting a field trip. We hope this will make your field trips even more enjoyable.

PLANNING

Before making reservations at your destination, contact the Regular Ed. Dispatcher at 530-406-5984 at Transportation Services to make sure a bus will be available on the date you desire. If a bus is available, we will tentatively put you down for that date awaiting the submission of the Field Trip Request form through InformedK-12. The earlier in the year you call, the better the availability will be. It pays to plan ahead!

We suggest you contact Transportation before the end of each school year with your dates for your 6th grade camp trips, overnight band trips or grad night trips for the following school year.

PLANNING –

Making Reservations For Your Destination

When you call to make reservations at your destination, ask the following questions:

- Is there a specific drop off location for the students?**
- Is there a fee for bus parking?**
- Is there a specific area for buses to park?**

HOW MANY KIDS FIT ON A BUS?

The following guideline for passenger capacity on buses can be used for planning field trips. California State CCR Title 13 law specifies that the school bus driver is legally responsible for assuring that each passenger has “safe and adequate seating space.”

To determine how many adults can be added, deduct (2) from the capacity for each adult. Please call the Transportation Dept. at 530-406-5984 if you have any questions.

DISTRICT BUSES

Bus Size	Grade Level	Capacity	Per Seat
56 Passengers	K-12	56	2
52 Passengers	K-12	52	2

CHARTER BUSES

ALL WEST COACHLINES (2 sizes available)

56 Passengers ----- 1 per seat

47 Passengers ----- 1 per seat

AMADOR STAGE LINES (3 sizes available)

58 Passengers ----- 1 per seat

52 Passengers ----- 1 per seat

47 Passengers ----- 1 per seat

****SPECIAL NOTE:** Charters can only send their 47 passenger buses to certain areas, such as Alliance Redwoods, Boulder Creek and Sierra Outdoors.

REQUESTING FIELD TRIPS

All field trips are to be requested on the “Educational and Enrichment Study Day Trip” Informed K-12 form). The link to this form can be obtained from your site principal.

This must be received by Transportation Services no later than 10 days prior to the trip.

Educational & Enrichment Study Day Trip Form

DESTINATION

The name of the facility and their physical address.

DEPARTURE LOAD TIME

This is the time you want to load. This is not your departure time. You need to allow 15 minutes for loading.

RETURN LOAD TIME FROM DESTINATION

This is the time that you will be reloading from your destination to return back to the school site. This is not the time you want to arrive back at the school site.

LIST ALL STOPS

Please indicate if you plan on stopping at a rest area or a food stop with addresses. The bus driver is only to transport from school site to destination listed on form. No other stops are authorized unless they are listed on the form.

ESTIMATED COST

Please refer to the Estimated Field Trip Rate Sheet which we have put together for the more frequently requested destinations listing the estimated cost for one district bus based on number of hours for the trip and mileage. Number of hours may vary and can be adjusted accordingly.

Our field trip rates are:

\$40.00 per hour

\$ 3.50 per mile

If your destination is not listed, then an estimate can be provided for you by contacting Transportation at 406-5982 or 406-5984.

These estimates do not include meal expense for the bus driver. Meal expense is at the per diem rate for the town in which the field trip takes place as set by the U.S. General Services Administration. Link to look up per diem by city or zip code:

<http://www.gsa.gov/portal/category/100120>

This would have to be added to the estimated cost if applicable.

All bridge tolls and parking fees will be charged to your trip.

Buses are not allowed to use Fastrak or the car pool lanes.

BUDGET CODE/BILLING INFORMATION

Please provide a budget code that is paying for the trip. Make sure there are sufficient funds in the budget code that is provided. If PTA or ASB is paying then just indicate PTA or ASB. If an outside agency is paying for the trip please provide name of agency, mailing address and contact person so that we can mail them the final invoice.

PRINCIPAL'S SIGNATURE

Form must be signed and dated by Site Administrator and marked "Approved" before submitting form to Transportation.

Billing for the trip takes place after the date of the trip.

WOODLAND JOINT UNIFIED SD STANDARDS OF CONDUCT FIELD TRIPS/SPORTS TRIPS

- 1. Pupils and adults transported on a school bus shall be under the authority and directly responsible to the driver of the bus (5CCR 14103). Chaperoning adults are asked to help maintain orderly conduct on the bus.**
- 2. Students must not approach the bus until the bus comes to a complete stop and the door has been opened. Loading and unloading will be done in an orderly manner. Students must be in a single file line. Pushing and crowding will not be tolerated.**
- 3. Students should conduct themselves in an orderly manner; loud and boisterous talking/noises, horseplay or swearing will not be permitted.**
- 4. All passengers must remain seated and face forward while the bus is in motion.**
- 5. Passengers are not permitted to EAT, DRINK, OR CHEW GUM on the bus.**
- 6. Windows should not be lowered more than half way. No portion of a passengers' body is allowed outside the bus. Nothing shall be thrown within the bus or out the windows.**

Observance of these basic rules will enable the driver to focus much needed attention on a safe operation of the bus.

Thank you for your cooperation in ensuring a safe and positive experience for your class field trips and sports trips.

DAY OF THE TRIP

- **If lunches are to be taken on the trip, please obtain boxes to store them under the bus. Boxes are also required for transporting pumpkins from the pumpkin patches.**
- **The driver cannot be responsible for valuables (radios, purses, cameras, backpacks, games, etc.) even though the bus is locked.**
- **Most drivers will accommodate the students by locking such articles under the bus body out of sight, but the responsibility still rests with the student.**
- **Please review the basic bus rules (see provided sheet in this section) with your class prior to boarding the bus.**

- **Expect the driver to confirm with you the destination and your return load time. Our schedules have been built around home-to-school bus runs, so it is extremely necessary that you adhere to your scheduled return load time. Please leave yourself enough time to get back to the bus.**
- **The bus driver will go over emergency procedures and rules. This is required by law and will take approximately 3-5 minutes.**
- **When you arrive back at the school please take a minute to go through the bus and check for belongings and litter.**
- **Remember to remind your students that if they brought it with them . . . they need to take it with them.**
- **The bus driver is responsible for the cleanliness of the bus and will have to clean it upon returning to the bus yard. This may exceed the estimated time allowed therefore your trip will be charged accordingly.**

HAVE A GREAT TRIP!

