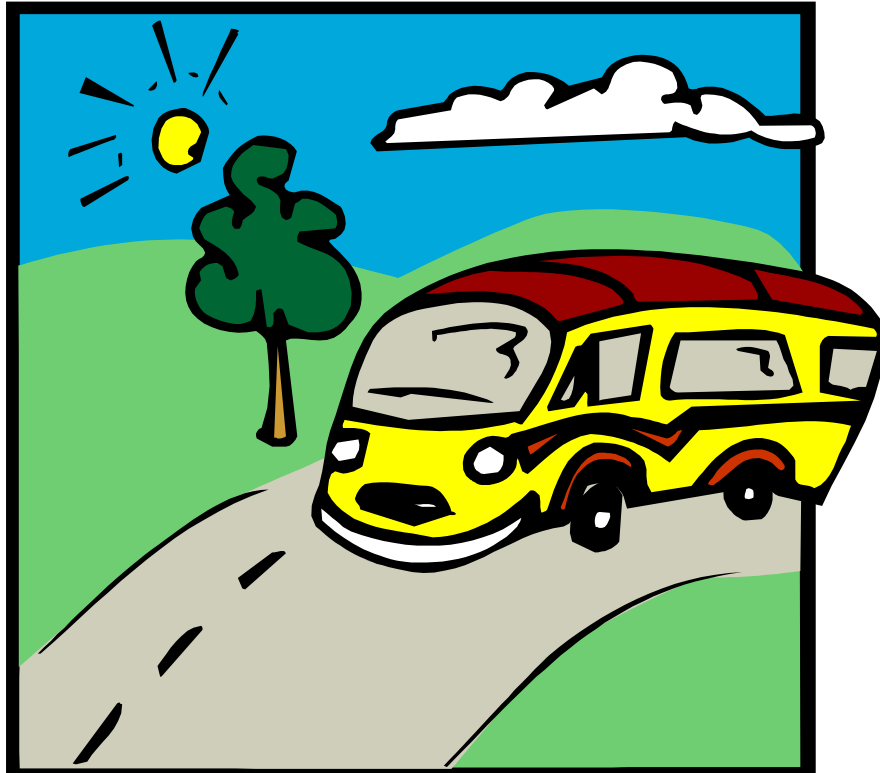


# Carson City School District



## Field Trip Handbook

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## I. REFERENCED BOARD REGULATIONS

Please refer to Carson City School District Administrative Regulation 213 found at [www.carsoncityschools.com](http://www.carsoncityschools.com) > School Board > Policies & Regulations > Documents.

## II. DEFINITIONS

### A. Field Trips

A field trip is any trip that relates to the curriculum as part of a class activity; is not carried out in the classroom or on school grounds; and is taken on a bus, common carrier, or by walking. All other trips are considered “athletic” or “activity” trips. The purpose of a field trip is to reinforce the student’s learning within the classroom and to further his/her education through related experiences outside the classroom.

**Each class is allowed two field trips per year—one (1) in-town and one (1) out-of-town.** Please refer to memos from Richard Stokes, CCSD Superintendent, in regards to the parameters set for field trips for each grade level (see Appendix C, D & E).

### B. Athletic Events

Please check with your site administrator for parameters. **Please remember we must make certain our bus drivers follow the Nevada State guidelines.** The law states that a bus driver shall not operate a school bus for more than ten (10) hours in a fifteen (15) hour period. Once that occurs, the driver must be off duty for a minimum of ten (10) consecutive hours before returning to duty (see Clarification of Hours of Service Memo, Appendix B).

### C. Walking Field Trips

Field trips that require no vehicular transportation and are within reasonable walking distance from the school.

### D. Activity Trips

Any trip taken in connection with a school-related activity or school sponsored organization. Please be advised—*any high-risk activity/field trip (day or overnight) must first be approved by the Superintendent due to liability issues.* This might include, but is not limited to, river rafting trips, rock climbing, mountain biking, overnight, out-of-state trips, etc.

### III. AREAS OF RESPONSIBILITY

#### A. Teacher

Responsibilities of the teacher are as follows:

1. Work with the principal in the scheduling and making arrangements for field/activity trips.
2. Call the Transportation Department (283-1950) for available dates.
3. Make all arrangements with the place of visitation.
4. Submit a completed and signed field trip request to the Transportation Department **at least 2 weeks prior to the date of the trip.** The Transportation Department will not accept phone calls to schedule the trip; however, you may fax (283-1990) a copy of the completed form for expedited scheduling purposes, or send it through interoffice mail. The Vehicle Use Request form is available online at [www.carsoncityschools.com](http://www.carsoncityschools.com) > Departments > Transportation > Transportation Forms.
5. Develop a lesson plan to integrate the field trip experience with learning in the classroom.
6. Submit a lesson plan with the field trip request for review by the principal or department head.
7. **Student Roster**—You must have in your possession a complete roster of all of the students onboard **before** departure. The roster must include all students' names, dates of birth, phone numbers, and addresses. The driver will not leave the school without a completed roster in your possession.
8. Assist the driver when performing the required bus evacuation procedure.
9. Verify that the Transportation Department has received and approved the field trip request. This can be confirmed by contacting the Transportation Department Secretary (283-1950).
10. Maintain and reinforce appropriate student conduct at all times during the trip.
11. Before departure, confirm with your bus driver the times—both departure and return—the route to be taken, and any other stops that may be made.

## B. Principal

Responsibilities of the principal are as follows:

1. Assist teachers in the selection of appropriate field trips.
2. Review all lesson plans to ensure that field trips contribute to specific educational programs conducted in the classroom.
3. Review and sign all required forms, ensuring that all parameters requested are within current CCSD requirements. Ensure that all forms have been submitted to the Transportation Department.
4. Assist teachers in making proper arrangements for all aspects of scheduling field trips, *including transportation*.
5. Determine the allocation of available field trip resources for your school.
6. Ensure that field trips are not duplicated from grade to grade.
7. **The importance of securing proper authorization from both the principal and parents cannot be understated.**

## C. The Transportation Department

Responsibilities of the Transportation Department are as follows:

1. Review all properly submitted request forms.
2. Schedule field/activity/athletic trips in coordination with the schools.
3. Allocate school buses in an equitable manner.
4. Determine the route to be traveled.
5. Determine the time of departure from the destination in order to ensure the return of the bus and driver who may need to meet other route commitments.
6. Exercise authority to disapprove the use of school buses for any of the following reasons:
  - a. Illegal use of school buses.
  - b. Excessive cost.

- c. Insufficient funds.
- d. Hazardous and/or unsafe conditions.
- e. Non-availability of equipment and/or personnel.
- f. Abuses of the field trip procedures.
- g. Over-riding transportation priorities (i.e. regular school bus route coverage, etc.).
- h. Exceeding capacity requested.
- i. Insufficient notice.

#### **D. Bus Driver**

Responsibilities of the Bus Driver are as follows:

1. Enforce proper student conduct and ensure the safety of the passengers while on the bus.
2. Determine road and weather conditions. This will include making a decision to return earlier than scheduled, if necessary, based on these factors.
3. Work with teachers to ensure the safety of the students.
4. Ensure that a complete student roster has been received before departing on the trip.
5. Ensure that the trip returns as scheduled and as mutually agreed upon by the Transportation Department and the teacher. This includes confirming the departure time from the trip destination with the teacher before the students depart the bus at the destination.
6. Conduct the state law mandated bus evacuation of students before departing on the trip.

#### **E. Students**

Students on trips will behave in the same manner as they are expected to behave in the classroom. Responsibilities of the student include:

1. Following all bus rules. This includes but is not limited to:

- a. Remaining seated.
- b. Absolutely no yelling or loud conversations.
- c. No boisterous conduct.
- d. No unnecessary noise, such as singing, whistling, playing musical instruments, or playing personnel electronic devices (cell phones, iPads, etc.) without ear buds or head phones.
- e. No placing any part of the body outside of the bus.
- f. No throwing anything out of the bus windows.
- g. No eating or drinking on the bus.
- h. No wearing shoes equipped with cleats or spikes while on the bus.
- i. If transporting musical instruments, see Appendix A for more information.
- j. No striking or touching others or their belongings at any time while riding the school bus.
- k. Following all reasonable requests of the driver and/or teachers.

## **F. Transportation Department Field Trip Coordinator**

Responsibilities of the Transportation Department Field Trip Coordinator are as follows:

1. Long-range planning and evaluation of the School District's field/activity trip program.
2. Publish and revise the CCSD Teachers' Field Trip Handbook.
3. Audit requests for field/activity trips and advise confirmation and/or any conflicts in scheduling (i.e. improper times requested, missing signature[s], request exceeding the number of buses allowed out during regular route times, etc.).

## IV. PROCEDURES

### A. Field Trips

The teacher or advisor shall complete the Vehicle Use Request Form and submit with lesson plans to the principal for authorization and signature. The request should list **ALL** destinations and activities proposed for the trip.

### B. Necessary Actions

Upon authorization from the principal, the teacher/advisor shall:

1. Make tentative arrangements with the intended place of visitation.
2. Submit the completed Vehicle Use Request Form to the Transportation Department. Requests for transportation must be submitted at least **two (2) weeks prior to the trip date**. Due to limited availability for some times and dates, early scheduling is advised. Trip acceptance is based on “first come, first served.” All trip requests are date stamped upon receipt by the Transportation Department. Incomplete forms will be returned to the school and not scheduled until corrected. All trips must meet the proper notification guidelines listed above.
3. Once confirmation is received from the Transportation Department, finalize the arrangements with the site to be visited.
4. Obtain parental consent. A completed “Parent or Guardian Consent for Field/Activity Trips” form must be on file at the school. In addition, an itinerary must be provided to the parent listing all pertinent information including date, time, and destination of the field trip.
5. To ensure the safety and well being of students on field/activity trips, the teacher should:
  - a. Explain and discuss safety, proper conduct, and behavior while on the bus and at the site to be visited.
  - b. If necessary, clarify any special attire requirements for the trip.
  - c. If necessary, **a first aid trained adult should be with the trip**. This would be needed for outdoor trips that are away from the Reno/Sparks populated area, such as desert survival or Davis Creek.



- d. **A first aid kit should be available on all trips away from the school.** All CCSD buses are equipped with a Nevada Department of Education approved first aid kit.
- e. Elementary age students should make identification badges for themselves. This is especially important for all trips away from the immediate Reno/Sparks area.
- f. Conduct regular head counts.
- g. Student roster—The driver will have the teacher/coach sign an Out-of-Town Field/Athletic Trip Student Roster Affidavit which releases all responsibility to the teacher/coach. The teacher/coach **must** have a complete student roster in his/her possession before the bus can depart the school. The roster must include students' names, dates of birth, addresses, and phone numbers. In addition, the driver must be notified of any students with special needs. It is also advisable to provide the chaperones with a list of students for whom they are responsible.
- h. Evaluate the field/activity trip for the information, concepts, and benefits derived by considering such questions as the following:
  - 1. Did the students develop new appreciation and attitudes?
  - 2. Has the trip deepened their concept of civic responsibility?
  - 3. Are they eager to explore for more information and find out things for themselves?
  - 4. Did the trip stimulate the students to try new activities such as painting, model making, story writing, or reading more?
  - 5. How can the experience be used to extend pupil interest and learning in a major area of study?

### C. Capacity of School Buses

On the following page are guidelines regarding the number of passengers that can be transported on a school bus. The Transportation Department has the final determination on the number of buses sent on any CCSD approved trip based on bus and driver availability, destination, age range, and group size.

1. **IN-TOWN TRIPS**

Defined as within the Carson City limits and the area just south of Carson City to Mica Drive.

2. **OUT-OF-TOWN TRIPS**

Any trip which goes beyond the Carson City limits, as defined in #1 above.

3. **MAXIMUM CAPACITIES**

Depending on the bus size available for your specific trip, the maximum student capacities are as follows:

<b>IN-TOWN BUS CAPACITIES</b>		
	77 Pax	84 Pax
Kindergarten to 5th Grade (including adults)	77	84
6 <sup>th</sup> to 12 <sup>th</sup> Grade (including adults)	50	56

<b>OUT-OF-TOWN BUS CAPACITIES</b>		
	77 Pax	84 Pax
Kindergarten to 5th Grade (including adults)	65	75
6 <sup>th</sup> to 12 <sup>th</sup> Grade (including adults)	50	56

**You must verify the size of the bus that will be sent for your trip at least 3 days before the date of the trip. Please call the Transportation Department to confirm.**

4. EQUIPMENT RESTRICTIONS

No items may be stored in the aisle or in front of any exit on a school bus. This includes musical instruments, backpacks, ice chests, skis, etc. All items shall be stored in the seating area, baggage bins and/or racks, if available.

D. Cost for Field Trips Being Billed

The cost of a field trip is determined by adding the number of hours it takes from the time the bus departs the Transportation Yard to pick up the field trip group until the time it returns to the Transportation Yard multiplied by \$25 per hour plus the actual mileage driven multiplied by \$5 per mile. (The time allowed for the pre-trip and cleanup afterwards will also be accounted for.)

See Appendix G for estimated round trip mileage and travel times for popular field trip destinations.

E. Unauthorized Riders

Unauthorized persons, including but not limited to family members and/or friends of the coaches, teachers, students, chaperones or advisors, are prohibited from riding field trips buses, except as noted in Mr. Stokes' Memo dated August 18, 2011 (see Appendix F).

## V. TIPS FOR A SUCCESSFUL FIELD/ACTIVITY TRIP

A. One-Day Trips

Please note that there are only a limited number of buses/drivers available for field trips on any given day. In order to ensure your best chances of securing transportation accommodations for your field trip(s), the following should be adhered to:

1. TRIP REQUESTS

Requests must be received in the CCSD Transportation Office at **least two (2) weeks prior to the trip** in order to allocate the driver(s) and equipment required. There is no guarantee that any trip will be approved by Transportation as the system is "first come, first served." You must be specific about your destination(s). Your school Principal or Department Head must sign the request form.

## 2. SCHEDULE

Due to the limited number of buses and drivers available, you may schedule your field trip up to nine months in advance.

## 3. STUDENT ROSTERS

**Rosters are mandatory** for all trips. The driver will have the teacher sign an Out-of-Town Field/Athletic Trip Student Roster Affidavit which releases all responsibility to the teacher/coach before the trip can begin. The roster must show name, date of birth, address and phone number of each student. **The trip will be delayed or cancelled until or unless a completed roster can be provided.**

## 4. DEPARTURE AND RETURN TIMES

Most buses have regularly scheduled routes that limit trip time availability. Trips must be between approximately 9:00 AM and 1:30 PM. In an actual emergency, times may be later as necessity dictates.

## 5. LOAD CAPACITIES

The Transportation Department will determine the number and type of buses for any given trip based on destination, group age and total number of people. Requests for a specific number or type of bus may be made, *but the request is not guaranteed*. All local trips should plan to use buses with a maximum of 77 passengers. Trips out of the Carson City area may be limited to as few as 50 passengers per bus. The Transportation Department will determine the load for each trip.

## 6. STUDENT CONDUCT

It is imperative that students follow basic bus rules to ensure safety for everyone:

- a. Talk quietly. Absolutely no yelling, especially while the bus is in motion.
- b. Stay seated at all times when the bus is in route to/from the destination.
- c. Passengers are expected to clean up after themselves.
- d. Eating and drinking are prohibited while the bus is in motion. (Note: This is a safety requirement, not an issue of cleanliness.)

## 7. DRIVER/TEACHER RESPONSIBILITIES

The driver has the responsibility and authority to conduct the trip in accordance with state law, District policy, and Transportation Department directives. The driver has the final decision with regard to route, arrival and departure times, and discipline. Teachers and other District personnel accompanying students will ensure that departure times from the destination, as provided to the driver, are

adhered to and that student behavior meets District guidelines. It is advisable to verify with your driver the times and destination(s) to avoid a possible conflict.

#### 8. EVACUATION DRILLS

Please allow 10 to 15 minutes to do a bus evacuation drill prior to leaving the home school. *This is required by state law.*

### B. Non School Bus Trips

#### 1. CHARTER BUSES

Charter buses are provided **only** for league sanctioned athletic events for which the Transportation Department cannot, for whatever reason, provide a school bus. The school site will be informed that a charter bus will be necessary.

#### 2. SCHOOL-PAID CHARTER BUS TRIPS

For schools that wish to charter bus service for special field trips/events, below are the companies you may contact to arrange for charter service:

Amador Stage Lines	324-4444	Marnie
All West	329-0444	Tim

The standard size charter bus is a 54-passenger coach. Some of the companies have larger-sized buses but there are additional costs accordingly. (Available sizes may range between 40 and 57 passengers.) Below is an informational checklist you will need to have handy when you call to get a price or check for availability.

#### **Checklist:**

- a. School name.
- b. Teacher's name.
- c. Date(s) of trip.
- d. Destination—be specific! “The Bay area” is San Francisco, not Great America or Monterey.
- e. Departure time from school.
- f. Time you want the bus at school. Some companies charge to show up before departure time.
- g. Arrival time at destination.
- h. Departure time from destination.
- i. Arrival time back to school.
- j. Are you providing a motel room for the driver if the trip goes over the duty time (more than 10 hours—see below), or will the company need to get a room and bill you for it?
- k. A phone and/or fax number for the sales agent to call you with a price.

Generally, once you have booked a trip, if you wait to cancel a charter bus with less than one week's notice, there is a cancellation charge that may range between \$100 to \$300, depending on company policy.

When planning your trip, keep in mind the limitations imposed by federal law on the hours of service for the charter bus driver. A charter bus driver can only be on duty for a period of 15 hours, during which time they can only drive for 10 hours. After that, the charter bus driver will require an uninterrupted break of eight (8) hours. Going over these hours would require a second driver and could possibly double your costs.

## VI. DISTRICT VEHICLE USAGE

### A. Passenger Vans

There are a limited number of passenger vans available for small groups of students. The Transportation Department does not provide a driver for these vehicles. For liability reasons, persons driving District vehicles must be an employee or a paid athletic coach of the Carson City School District.

To request a van, fill out a Vehicle Usage Request Form as you would for a bus, except noting that you want a District Vehicle (top line of the types of vehicles being requested). Keep in mind that the Transportation Department has seven all-wheel drive vans that will accommodate up to seven (7) passengers plus the driver. Most of the vans are scheduled out on a daily basis for Special Education needs and are not available for use during normal school hours. It is a good idea to check with the Transportation Department on van availability prior to sending in your request form.

Drivers of the vans must adhere to the following conditions for vehicle use:

- a. Drivers of passenger vans must supply the Transportation Department with the following. All (3) requirements must be completed on a yearly basis.
  - A current copy of their Department of Motor Vehicles (DMV) driving history. This can be obtained by contacting the DMV in person or going to [www.dmvnv.com](http://www.dmvnv.com). There is a cost \$8.00.
  - Contact the Transportation Department to complete an online Defensive Driving Course and then provide Transportation with a copy of the completion certificate.

- Submit an Annual Request to Transport Students signed by both the Site Administrator and Driver. This form may be found at [www.carsoncityschools.com](http://www.carsoncityschools.com) > Departments > Transportation > Transportation Forms.
- b. Only persons employed by the Carson City School District may be allowed to drive any District vehicle, including passenger vans used on field trips.
  - c. The driver of the vehicle is responsible for the care and cleanliness of the vehicle. A driver who returns a vehicle with trash, food crumbs, drinks spills, etc., will be asked to remain with the vehicle and immediately remedy the oversight. If the vehicle is left in disarray, your vehicle use privilege will be suspended.
  - d. It is the responsibility of the driver to check and report any condition that is not satisfactory to the Transportation Department before leaving the Transportation Yard.
  - e. You must check fuel and fluid levels before departure. If any fluids need to be filled or if you need to fuel the vehicle request help from a Transportation Shop Mechanic.
  - f. Vehicle keys must be returned promptly.
  - g. **Unauthorized persons, including but not limited to family members and/or friends of the coaches, teachers, students, chaperones or advisors, are prohibited from riding in the vans, except as noted in Appendix F.**
  - h. **Vans are not allowed to be parked at your residence.** They must remain on school grounds until departure for the trip and also upon the return until they can be brought back to the Transportation Yard.
  - i. **Hours of Service time applies to Van Drivers the same as it does to Bus Drivers.** A driver is not allowed to operate a vehicle for more than ten (10) hours in a fifteen (15) hour period. Once that occurs, the driver must be off duty for a minimum of ten (10) consecutive hours before returning to duty. Please refer to the Hours of Service Memo Appendix B.
  - j. Passenger vans may not be driven outside a 5-hour radius from Carson City unless approved by the Transportation Supervisor.

- k. **Rosters are mandatory** for all trips and each individual site will be responsible for adhering to this requirement. The roster must show name, date of birth, address and phone number of each student.
- l. Non-compliance with any of the above conditions may result in vehicle use privileges being suspended.

## VII. AND FINALLY...

If you are uncertain about how to fill out a Vehicle Use Form, wonder about the availability of buses or vans, need clarification on any aspect of your field trip, or wish to reconfirm a trip or vehicle that has been scheduled, please contact the Transportation Department. The Vehicle Use Form is available online at [www.carsoncityschools.com](http://www.carsoncityschools.com) > Departments > Transportation > Transportation Forms. Our goal is to provide safe and timely service for all students, and we will do our best to meet any needs you may have.

The Carson City School District Transportation Department is located behind Carson High School at the east end of Robinson Street. Our office hours are 6:00 AM to 4:00 PM, Monday through Friday, excluding holidays. Our phone number is 283-1950, or you can fax us at 283-1990.

Complete information regarding regular school bus schedules/routes, school bus rules, and this Field Trip Handbook may also be obtained by accessing the School District web site at [www.carsoncityschools.com](http://www.carsoncityschools.com).



## TRANSPORTATION OF MUSICAL INSTRUMENTS

Coordination for equipment transportation is the responsibility of the teacher and the school site. The need for equipment vehicles **MUST** be shown in the Special Instructions area of the Field Trip Request Form to schedule a vehicle for use. Transportation does not supply a driver for such vehicles.

1. The following instruments may be transported at any time. A student must accompany each instrument, and all instruments are to be kept in their case and under a student's seat, in their lap, or between their legs.
  - a. Trumpet
  - b. Clarinet
  - c. Violin
  - d. Flute
  - e. Bass Clarinet
  - f. Tenor Saxophone
2. Students who have instruments that are taller than the seat must sit towards the front of the bus, next to the window, so it will not block the driver's visibility.
3. We have set a standard of six (6) inches as the maximum thickness of any instrument case. This allows the case to be safely placed between the seats.
4. An instrument will **not** be transported if it takes up another student's seat *unless a second seat is available*. The student must then sit next to the instrument while on the bus. These instruments are:
  - a. Baritone Saxophone
  - b. Baritone Horn
  - c.  $\frac{3}{4}$  Cello
  - d.  $\frac{3}{4}$  Tuba
5. The following instruments are allowed on **BAND TRIPS ONLY**:
  - a. Drums
  - b. String Bass
  - c. Bass Cello
  - d. Sousaphone
  - e. Xylophone

### Appendix A

(For Appendix B-G, see Transportation Forms at [www.carsoncityschools.com](http://www.carsoncityschools.com))