

## **Bus Request/Field Trip Information**

If you go on field trips please **READ/PRINT/SAVE** this and refer to it as necessary.

Your field trip must be approved by your principal, by using the field trip request form that is in the staff resources, **BEFORE** you request a bus. This form **DOES NOT** request the bus! Upon approval you will request the bus electronically through Infofinder.

### **Infofinder**

All bus requests for field trips must now be done electronically through Infofinder (There is a link in staff resources).

Please see me if you need the log in information.

If you need **ONE** bus you should fill the form out **ONE** time and have **ONE** confirmation number. If you need more than one bus you must fill out a form for **EACH** bus needed and should have a confirmation number for **EACH** bus requested.

To determine the number of buses you will need: The large buses that generally go on field trips have 26 seats and can accommodate 52 total passengers with 2/seat (That is students & adults). \*Per district policy grades K-6 can be 3/seat. Please feel free to ask me if you need assistance figuring out the # of buses you will need.

Request **MUST** be submitted 3 school days prior to the trip.

**DO NOT CLICK ON THE ICON THAT LOOKS LIKE "NOTES"** as it actually creates a duplicate of that trip.

**Food/Drinks** - There is **NO** eating or drinking permitted on the bus (This is state law).

**Parking** - It is your responsibility to ensure there is adequate **BUS** parking at the location you are going to as well as a restaurant if you are stopping to eat.

**Driver Cell Phones**- All the drivers have cell phones and I recommend getting their number so that should you get separated and need to contact them you can.

**Tolls/Fees** - The drivers will use a route generally that does not have tolls, if you prefer to use a route with tolls you will need to be prepared to pay for those as well as if there are any fees for parking, it is not the drivers responsibility to cover any fees associated with the trip.

**Chaperones** - If you would like to use the driver(s) as a chaperone please let me know that ahead of time so that I can confirm that with the assigned driver.

The teacher/chaperones are responsible for monitoring the student's behavior while on the bus for the trip.

**Seating Chart** - A seating chart should be turned in to me prior to your trip and you should have a copy with you on the trip as well.

If you have any questions or need any assistance please call me at 419-492-2864.

Deb Briggs, Transportation Supervisor