

# **FIELD TRIP HANDBOOK**

**WAKULLA COUNTY SCHOOL BOARD  
TRANSPORTATION DEPARTMENT  
3235 COASTAL HIGHWAY  
CRAWFORDVILLE, FL. 32327**

June, 2020

**TABLE OF CONTENTS**

INTRODUCTION.....1  
PROCEDURES FOR SCHOOLS.....3  
PROCEDURES FOR ASSIGNING FIELD TRIPS.....6

## **INTRODUCTION**

When I was a kid, field trips were a big deal to me. How about you? Well, kids today deserve to have as many educational experiences as possible. Field trips are fun, exciting, and bring the classroom alive.

Read this book. It will help you provide both a rewarding as well as safe field trip for our kids. It lays out logistical and procedural guidelines for, (1) you, (2) teachers, and (3) the principals.

Have a safe, fun trip!

The following policy applies to students, applicants for admission, employees, and applicants for employment:

The School Board of Wakulla County, Florida does not discriminate in admission or access to, or treatment or employment in, its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, religion, genetic information for applicants and employees, or any other reason prohibited by Federal and State law regarding non-discrimination. See 34 C.F.R. 100.6(d); 34 C.F.R. 106.9; 34 C.F.R. 110.25.

In addition, the School Board provides equal access to the Boy Scouts and other designated youth groups. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. See 34 C.F.R. 108.9.

Disabled individuals needing reasonable accommodations to participate in and enjoy the benefits of services, programs, and activities of the School Board are required in advance to notify the administrator at the school/center at which the event or service is offered to request reasonable accommodation.

The designated Title IX and Section 504 Compliance Coordinator as required by 34 C.F.R. 100.6(d) is **Angela Walker, Director of Human Resources**, 69 Arran Road, Crawfordville, Florida 32327; 850.926.0065; [Angela.Walker@wcsb.us](mailto:Angela.Walker@wcsb.us).

## PROCEDURES FOR SCHOOLS

1. The Transportation Department will assign all drivers for field trips.
2. All trips must be approved by the principal and Superintendent or his designee.
3. The Transportation Department must receive the Field Trip Request seven (7) calendar days prior to the date of the trip or it will be refused and sent back to the school. Exceptions will include unexpected athletic events such as play-off games, etc.
4. Time permitting, Transportation will send a copy of the driver assigned Field Trip Request back to the school.
5. Salary for field trip events will be charged at the current hourly rate.
6. If a bus is scheduled to be back in time to do the afternoon run, (as per the time noted on the Field Trip Request Form), it is the responsibility of the teacher/coach to make sure the schedule is maintained. Unexpected situations such as mechanical breakdowns or emergencies should be reported to the Transportation office immediately.
7. In case of cancellation of a field trip by a school, the Transportation Office must be advised as soon as possible prior to the trip.
8. Teachers/coaches or chaperons are responsible for paying tolls and parking fees, etc., for the bus or county owned vehicle. Receipts for these expenses should be submitted to the school office.
9. Schools using buses for field trips are required to help the driver keep the bus clean. Schools using School Board owned vehicles for field trips must return them clean.
10. The bus driver must not leave the site of the field trip while in progress unless authorization is given by the teacher/coach or the Transportation Department.

11. Additional Field Trip Costs:

1. MOTEL

On all overnight trips, the bus driver will be furnished sleeping accommodations equal to those of the teacher/coach. The school will be responsible for reserving and paying for the room in advance.

2. DRIVER PAY:

Field trip bus drivers are paid from the scheduled time of departure to the time pupils are returned to their school center.

12. Field trips shall be of an instructional and informative nature and shall be related to curriculum being studied in the classroom.
13. Field trips shall be appropriate for the grade level or subject area and be of interest to the students involved.
14. Students shall not be taken on field trips until the parent or guardian has signed the proper permission slips. It is the responsibility of the principal or teacher/coach to make sure a permission slip is on file for every student before departure.
15. Advance permission shall be obtained from, and arrangements made with a responsible authority at the places to be visited. This should be done by the teacher/coach.
16. Swimming parties are prohibited as a school sponsored activity.
17. The principal has overall responsibility for field trip supervision. He or she may delegate this responsibility to a member of his or her staff.
18. One (1) chaperon for every twenty (20) students must be present on the bus during the bus ride to and from the activity.

19. The principal or designee shall authorize who shall go on the trip. Infants are not allowed on the bus for safety purposes.
20. As long as it does not conflict with Florida Statutes, State Board Rules, or Wakulla County School Board Policies, bus drivers are required to take instructions from the teacher/coach during the course of the field trip.
21. The teacher/coach shall follow the instructions of the principal or designee while on the field trip.
22. Chaperons are on the field trip to assist the teacher/coach and to experience the educational activity being conducted. They in no fashion or manner have authority or discretionary responsibility concerning the bus drivers.
23. Teachers/coaches and chaperons are expected to abide by bus rules and to see that students obey the rules as well.
24. It is the responsibility of the teacher/coach to make certain students are familiar with bus rules and to maintain classroom conduct while riding the bus.
25. Students who are transported to athletic activities such as football games, etc., will not be permitted to wear shoes with cleats or any other clothing which would deface, mar, cut, mark, damage or make the bus objectionable for regular use as a school bus.
26. Teachers/coaches and chaperons are not permitted to bring their own children on field trips, unless authorized by the school principal.
27. When requesting the use of a school board owned vehicle to transport students, the driver must be a school board employee or an approved volunteer whose license has been reviewed.

**ALL FIELD TRIPS MUST BE COMPLETED USING THE FIELD TRACKER PROGRAM AT EACH SCHOOL CENTER**

## **PROCEDURES FOR ASSIGNING FIELD TRIPS:**

1. The Transportation Department will have exclusive authority for the assignment of drivers and will do so to maintain equity in hours over the period on a school term as well as to support operational needs. In order to comply with the Federal Wage and Labor Law, no driver will exceed 40 hours work per week. The work time will include daily route time plus field trip time.
2. Establish Lists – bus drivers will be asked to sign-up for field trips for which they qualify and would like to be considered. Field trips will be separated into three groups:
  - a. In-County Field Trips – open to all drivers, including those with less than one (1) year driving experience.
  - b. Out of County Field Trips (day) – open to drivers with over one (1) year of driving experience.
  - c. Out of County Field Trips (overnight) – open to drivers with over three (3) years driving experience.
3. To qualify for field trips, drivers must have good attendance. Poor attendance could result in a driver being pulled from the field trip list.
4. Three lists will be developed after sign up. When a request for a field trip is received by the Transportation Department, drivers will be assigned sequentially from each list.
5. The names of drivers who refuse to drive two (2) times could be removed from the list for the remainder of the year unless a legitimate reason is given.
6. Drivers who want to be put on one or both of the assignment lists after school starts must request in writing. A driver who decides they no longer want to take field trips must give written notice to the Transportation Office.

7. A driver assigned to a field trip shall not reassign the trip to another driver. This assignment will be done by the Transportation Office.
8. A driver who is unable to report for an assigned field trip shall notify the supervisor six (6) hours prior to the scheduled departure time of the trip.
9. A driver that is late for a field trip due to negligence will be removed from the field trip list.
10. Completed field trip forms must be turned in no later than the next working day following the date of the completed trip.
11. A driver will be paid for two (2) hours of time if a field trip was cancelled without proper notification to the driver in advance.
12. A pre-trip inspection prior to the field trip is mandatory and must be documented on the Wakulla County Pre-Trip Inspection Form by the driver assigned to the trip.
13. If necessary, bus drivers shall refuel while the activity is in progress. The driver must inform the teacher/coach if leaving to refuel and must inform the teacher/coach upon return. This refueling must be done immediately upon reaching the destination.
14. When more than one bus is involved in a field trip, one bus driver shall be designated as the coordinator of the drivers to assure that a safe and efficient trip is conducted. The Transportation Coordinator will select a "lead driver" for the field trip.
15. Bus drivers are allowed to drive within a five (5) mile radius to other location to buy a meal while on a field trip. If the trip is to a location where a concession stand is not within walking distance, the driver should bring a sandwich or snack.
16. If a bus should experience mechanical difficulties, the driver shall contact the Transportation Coordinator or the Mechanic Supervisor. If another school district is contacted to help with mechanical

- problems, based on the judgement of the representative of that District's bus garage and the professional decision of the principal or his/her designee, the driver shall follow directions as what to do in that District where the malfunction occurred.
17. A map and directions shall be given to each driver prior to the trip. Bus drivers must be knowledgeable of the route and the location of the educational site that they are serving. (Example: Need to know the exact route and location of Bay High School in Panama City.)
  18. Bus drivers, teachers and coaches shall insure that all students and others on the bus observe all bus rules.
  19. Bus drivers must stay together and not drive faster than 55 mph and interstate speed shall not exceed 65 mph. All city and state laws shall be obeyed. This includes the transportation of students transported in WCSB owned vans or vans rented by the Wakulla County School Board.
  20. Bus drivers are not allowed to pass one another in the convoy and must allow enough distance between buses so that other motorist may safely pass between the buses.
  21. Bus drivers must remain near the bus at the field trip location while the group is participating in the activity. The drivers may accompany the group if the teacher/coach invites them, however it is not mandatory.
  22. Bus drivers are not responsible for any passenger's personal articles or materials.
  23. The bus driver is not permitted to bring anyone with them on the trip who is not authorized by the school principal.
  24. Any equipment carried in the bus which could shift on impact or sudden stop shall be securely fastened.

25. Extra or over-size equipment – if band instruments or sports equipment is transported on the bus, it must not obstruct free passage through the aisle nor obstruct vision of the driver. It is recommended that students hold equipment on their lap or between their knees resting on the floor. Loose items can become dangerous missiles if a sudden stop becomes necessary. Make sure the equipment is secured if it is placed on or under a seat.
26. It is the bus drivers responsibility to give to the teacher/coach in charge a copy of the bus rules and to instruct the students in school bus evacuation procedures prior to leaving the school.
27. **No bus driver is permitted to use a cellular telephone, 2-way telephone, CB radio, tape recorder, and/or other device while driving a Wakulla County school bus. Violation of this procedure could result in suspension without pay or termination of employee.** This does not preclude the use of the authorized 2-way mobile radio units that are installed in the Wakulla County School Board buses which are used to better facilitate transporting students on field trips.
28. All bus drivers shall observe all procedures incorporated in the Florida Department of Education Basic School Bus Operator’s Curriculum, as incorporated by reference in paragraph 6A-3.0141(4)(b), F.A.C.