Wood County Board of Developmental Disabilities

PROCEDURE

Date

Procedure #: Effective Date: Person Responsible: 02-ALL-ALL-0370 (VH) 07-26-93 Bus Transportation Supervisor Subject: Last Revision: Field Trip Assignment 08-22-23

Approvals/Date:

-21-7023

Superintendent, WCBDD

Department Director

Date

The following definitions will apply:

Field Trip - A trip requested by WLS, Special Olympics, or any other contracted party. The Transportation Department will provide bus/van transportation for an approved activity. 1. All bus staff will be eligible to work field trips. Substitutes will be able to take a field trip whenever regular staff is not available. 2. Bus staff will complete a Field Trip Form (03-ALL-ALL-1051) at the beginning of each school year and the beginning of Summer Camp. stating if they want to participate in field trips. 3. Bus staff can change their preferences at any time during the year by resubmitting a new Field Trip Form. 4. The rotation system will be used in assigning field trips. A chart showing the rotation will be kept by the Bus Transportation Supervisor. All trips will be rotated to all staff involved in taking field trips. 5. Field trips scheduled between bus routes will be scheduled monthly and each participating staff member will receive a copy of the Field Trip Calendar. If changes are made to the calendar at any point during the month, a new Field Trip Calendar will be distributed. 6. Evening and weekend field trips will be assigned to eligible staff on a separate rotation schedule. 7. If bus staff passes a field trip, he/she will be credited with a pass on the chart and will not be eligible for a field trip until it rotates around. 8. In an emergency situation, when bus staff scheduled for a trip is unable to take the trip due to illness and/or route running late, the Bus Transportation Supervisor or designee has the option to ask any bus staff to cover the trip. 9. The bus staff will arrive 15 minutes prior to the scheduled departure time at the designated facility for the field trip. Bus staff's time starts by the time logged on the information sheet from the Bus Transportation Supervisor. The bus staff's time ends when the bus is unloaded and fueled up if needed and returned to the parking area. 10. If more than one bus is scheduled for a field trip, the first bus will be the lead bus. The lead bus will be responsible for setting the appropriate speed during travel time. No bus will take a separate route for the trip unless verified by the Bus Transportation Supervisor. All buses will be responsible for keeping a safe distance between the buses and stay together. If necessary, communication on the radio can be used to keep buses together on a field trip. 11. When the field trip has reached its destination, the bus staff will communicate to the staff person in charge of the trip where the bus will be parked and what time the bus should be ready to load for the return trip. 12. During shut-down time, when the passengers are off the bus, the bus staff will be expected to assist the passengers/classes if needed/requested by staff. Bus staff should report to staff in charge of field trip to see what type of assistance is needed. 13. All buses must remain parked at the site of the field trip, unless instructed otherwise. During shut down time, if the bus is to stop/go anywhere other than the assigned field trip, there must be prior approval from the Bus Transportation Supervisor. 14. On overnight field trips, when the bus staff is used as a chaperon, the bus staff will have the option to be relieved of chaperon duties 3 hours prior to the departure of the return trip. This will enable the bus staff to have time to pre-inspect the bus and to rest before the return trip. 15. When bus staff is requested for an overnight trip, priority will be given to the requestor if a bus staff is needed to chaperon because of the needs of the individuals attending the trip, ie: if a male is needed to chaperon male participants. 16. The bus staff has the option to change weekly daytime field trips with another bus staff in the field trip rotation upon mutual agreement and approval of the Bus Transportation Supervisor /designee. It will be the responsibility of the assigned bus staff to communicate all information pertaining to the field trip to the bus staff taking the trip. 17. If a bus staff cannot take a scheduled field trip, after the field trips have been assigned, it is his/her responsibility to find coverage for the trip and to report that information to the Bus Transportation Supervisor /designee. 18. Any trip cancellations must be made one hour prior to the trip leaving. 19. For field trips scheduled in the evenings and/or weekends, notification of cancellations must be made one hour prior to schedule

Forms: 03-ALL-ALL-1051 tar\procedure\vh0370