

## FIELD TRIPS

School District No. 27 recognizes the value of educational opportunities that abound in the world outside the school building and therefore makes it's transportation system available for co-curricular and extra-curricular travel and studies that complement the curriculum.

### In-District and Out-of-District Field Trips

The Principal must approve all in-district and out-of-district field trips, including sports teams that travel out of district. Under normal circumstances, request for such approval must be submitted to the Principal on the appropriate form at least two weeks prior to the date for which the trip is planned. The secretary will put in a request to the transportation department with all the particulars at least two weeks in advance of the field trip.

Drivers going on out-of-town and overnight trips should take the time to plan ahead. This would be to familiarize yourself with the bus that you will be using as it may not be your regular bus. The driver should be made aware of where emergency equipment, tire chains, etc. are located. The bus may have an engine or exhaust brake that the driver may have to use. In the winter time, block heaters will have to be used therefore an extension cord will have to be on the bus.

Planning the trip ahead is a must. As a driver, it will be your choice to decide the safest and most economical route. Other considerations would be rest stops, where to get fuel, meal breaks, etc. The use of GPS equipment should be used with caution as they may not always be accurate or may not use the best or safest route.

All school bus drivers are required by law to use a log book which will record the driver's hours of on-duty driving and off-duty time. The driver must have in their possession the previous 14 days of log book history.

The school bus driver will manage all luggage and sports equipment in how they will be transported. No luggage or sports equipment will be stored in the bus that will block aisles or emergency exits. Wherever possible, buses with underbody compartments will be used for field trips.

Student management is the responsibility of the designated teacher, coaches and chaperones, not the bus driver. The designated teacher must have in their possession a student manifest and a student's contact information. School bus drivers can participate and assist the teacher and coaches if they wish.

At the beginning of a field trip, bus drivers should go over emergency exit procedures as outlined in this guide book.

On out-of-town or overnight field trips, the drivers will do a complete pre-trip inspection, tilting the hood, checking levels, etc. When fueling the bus, all passengers will remain **off** the bus.