

# THINGS YOU NEED TO KNOW ABOUT FIELD TRIPS

## 6 PROCESSING YOUR TRIP TAKES TIME!

YOU TRIP TICKET MUST BE FULLY APPROVED AND TURNED IN TO TRANSPORTATION AT LEAST 2 WEEKS BEFORE THE TRIP DATE. YOU WILL NEED TO ALLOW EXTRA TIME FOR YOUR BUILDING PRINCIPAL AND THE BOARD TO GIVE APPROVAL.

**PLEASE MAKE SURE TO FILL OUT ALL BLANKS ON THE TRIP TICKET.**

**EACH ITEM IS REQUIRED FOR A REASON!**

**NO UNAUTHORIZED STOPS  
YOUR BUS WILL NOT STOP AT THE LOCAL GAS STATION OR MCDONALDS FOR EVERYONE TO GET SNACKS OR STRETCH THEIR LEGS!**

**5 WE WILL ONLY TAKE YOU TO YOUR APPROVED DESTINATION AND BACK.**

*HERE IS HOW YOU DETERMINE HOW MANY BUSES YOU NEED:*

*MOST OF OUR BUSES HAVE 48 SEATS*

*ON A REGULAR BUS YOU CAN FIT 3 SMALL (KG) CHILDREN IN A SEAT. STUDENTS 2ND GRADE AND OLDER WILL NORMALLY ONLY FIT 2 TO A SEAT.*

**YOUR LEAVE LOCATION SHOULD INCLUDE THE SPECIFIC DOOR YOU WOULD LIKE TO LEAVE FROM IF YOU ARE LEAVING FROM THE SCHOOL.**

*DURING NORMAL SCHOOL DAYS YOU SHOULD NOT SCHEDULE TRIPS DURING*

*THE FOLLOWING TIMES:*

*6:00 - 9:30 AM AND 2:00 - 4:30 PM*

*TRANSPORTING CHILDREN TO AND FROM SCHOOL MUST BE OUR FIRST PRIORITY!*

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