

## Field Trip Guidelines

- All field trip requests must go through School dude (<https://login.myschoolbuilding.com/msb>) 10 school days prior the date requested.
- Manual request forms need to be submitted 3 days prior of field trip date. All information must be as accurate as possible i.e. date of departure, number of students and staff attending, all stops, special needs requirements, etc.
- The regular school routes are from 7:00 am to 8:30 am and 2:45 pm to 4:45 pm. Please schedule field trips around these hours.
- All stops must be entered in the notes field in school dude. If no stops are needed the “trip requirement box” in school dude needs to show “none”. If it is left blank it will be assumed no needs are required. Once in route, the driver will **not** be authorized to make any additional stops during the trip.
- An accurate student roster needs to be provided to the transportation department at least 3 days before departure date.
- Changes to field trip such as additional stops, locations, and times after the allotted time, need to be provided via email to the transportation department with the approval of the campus principals 3 days prior to departure date.
- Itineraries for overnight trips need to be submitted to transportation no later than 5 working days before departure date. The itinerary needs to list all stops with addresses including rest stops.
- All field trips longer than 5 hours driving time require an additional driver.
- Buses will travel through the interstates and rural routes will be avoided as much as possible.
- Charter bus will be used as follows:
  - Trip must be farther than Van Horn and have more than 17 passengers excluding the drivers.
- All athletic events farther than Van Horn with less than 16 passengers (including driver) must rent 8 passenger vehicles.
- Student capacity involving non-athletic field trips are as follows:
  - Pre-k through 2<sup>nd</sup> will seat 3 students per seat.
  - 3<sup>rd</sup> grade through 12 grade will seat 2 students per seat.
  - All chaperons (parents/guardians) must have a background check before being allowed to ride with students on a bus.

The transportation department does take into account that short time notices are unavoidable for example tournaments and play offs. We will strive to provide the safest possible means of transportation by providing you with a well-informed and safe driver. If you require additional information, please contact Jaime Reyes at 915-886-6548 or Erica S. Torres at 915-886-6516.