

Transportation Field Trip / Activity Procedures

For the efficient management of field trips and activities, it is essential to diligently fill out a [Transportation Field Trip /Activity Form](#) (one per trip). This form should include all planned stops such as lunch, and post-performance activities, along with the necessary signatures. Once your trip has received approval from the Transportation Department, the following standard procedures will be expected from both parties.

It's important to note that inaccurate information on the submitted paperwork may result in additional administrative fees.

Driver(s) Assigned by Team/Group

Before your trip:

- The Transportation Department will add the event to the Transportation Field Trip Calendar and tag the assigned driver.
- The Transportation Department will contact the driver 24 hours before the trip to allocate the bus number and the pickup time from the lot.

Picking the bus up from the lot/school:

NO BUS SHOULD MOVE FROM THE LOT OR SCHOOL WITHOUT PRIOR APPROVAL FROM THE TRANSPORTATION DEPARTMENT, IN COMPLIANCE WITH MCS BOARD POLICY 4.4.1

- Conduct a Pre-Trip inspection before departing the lot.
- Complete the 'Departure' section of the *School Bus ExtraCurricular Pre-Trip Inspection Record in the yellow Alabama School Bus Driver Record & Report Book*, which can be found on every Madison City School Bus.
- Successfully perform a radio check.
- Record starting mileage from the lot.

During your trip:

- Upon reaching your destination and parking the bus, gradually decrease the air brake pressure to **ZERO** PSI and then verify it once more.

Returning the bus to the lot:

- Ensure the bus is FULLY fueled.
- Reduce the air brake pressure to **ZERO** PSI and then verify it once more.
- Clean the bus by sweeping and removing trash.
- Failing to return the bus completely fueled or cleaned will result in fees charged directly to the group responsible for the reservation.
- Fill out the 'Return' section of the *School Bus ExtraCurricular Pre-Trip Inspection Record in the yellow Alabama School Bus Driver Record & Report Book* and Record your round trip miles.
- Fill out the [Mileage Recorder for Activity Trips](#) immediately after your trip. If this is not completed within 72 hours after your trip, an administrative fee of \$100 will be charged to your group's account.

Driver(s) Needed for Trip

Before your trip:

- The Transportation Department will add the event to the Transportation Field Trip Calendar, and the Point of Contact specified on the Field Trip Activity Form will be linked to this event
- Any submitted trips requiring cancellation must be made via email at least 48 business hours in advance; otherwise, your school will be billed for the minimum driving time for the trip.
- If a trip is canceled on the same day and the requested bus(es) have already left the transportation lot, your school will also be billed for the mileage of that trip.
- An email will be sent out to all involved parties the day before the trip with essential bus information, including the driver's name, bus number(s), pick-up location, point of contact, and trip times.

During your trip:

- A representative from your team/group must accompany the students on each requested bus at all times.
- If you anticipate that your trip will exceed the approved time frame, you must promptly notify Transportation. Failure to do so may result in extra fees.

After your trip:

- The school group is responsible for inspecting the bus for litter after the trip. Neglecting this task will lead to charges being applied to the group responsible for the reservation.