

ANTELOPE VALLEY SCHOOLS TRANSPORTATION AGENCY

Date: July 1, 2017

To: Secretaries / Teachers / Coaches / Member Districts

From: Cindy Wilson, Field Trip Coordinator
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Subject: Field Trip Request and Trip Costs for 2017-2018

The following information will help you in filling out a Field Trip request. All the information on the request is important to ensure that your trip is booked correctly.

1. **Destination** Trip request must show the full name of the destination as well as the full address. We need the full address of your destination to ensure we give the correct information to our driver or the Charter Company. If the trip is to another local area school the address is not needed.
2. **Trip Times** We need accurate departure and return times. If a time change is needed, please make any time changes at least 48 hours prior to departure. Last minute changes make it hard for our dispatchers to reassign your trip to another driver late in the day. It is also important that we keep the scheduled departure time. We make every attempt possible to have the bus at your school site 15 minutes prior to departure. This will allow for loading of equipment and passengers. We need to depart at the scheduled departure time. If your group does not come out on time, you could risk having the bus pulled from your site.
3. **Confirmations** When AVSTA receives and processes the trip request, an Acceptance /Confirmation Page will be faxed to your site for the staff member requesting the trip to review. Sign and fax back within 72 hours. Please carefully review the acceptance/confirmation page. Any changes that need to be made can be done by making the correction on the acceptance/confirmation page and faxed back. Any changes after the acceptance/confirmation page has been signed and returned must be made in writing via the acceptance/confirmation page or done by e-mail to fieldtrips@avsta.com. When you e-mail please reference the field trip number located at the top left of the acceptance/confirmation page.
4. **Cancellations** If you need to cancel a trip. Please make every attempt to cancel 48 hours before the trip. All cancellations must be done in writing, simply write “**CANCEL**” across the acceptance/confirmation sheet sign and fax. If a bus is cancelled at the time of pick up your site will be charged for the drivers guaranteed

time and mileage that is incurred.

If your trip is booked on a Charter and the trip is cancelled at the time of pick up, you will be charged the actual amount of the charter. **The Charter companies are now charging a cancellation fee if not cancelled 7 days prior to the trip.**

5. **Hours of Service** Bus drivers fall under very strict hours of service. A driver may only be on duty a total of 16 hours from the start of their duty day, of those 16 hours, the driver may only drive 10 hours, after these hours have been exhausted the driver must have 8 hours off. If a trip is going to put a driver over hours and the group knows this ahead of time, they must provide a hotel room for the driver. The driver would check into the hotel room for 8 hours. Once they have had their 8 hours off the driver would then be legal once again to complete the trip. If the group does not provide a hotel room the trip would then have to have 2 drivers. This is often a greater expense than putting the driver into a hotel since there would be double mileage on the trip.
6. **Requested Vehicle** Please make sure the trip request shows which type of Vehicle is being requested. If the group is requesting a Charter please be sure the request shows **'CHARTER'** in the Vehicle Requested Field. If the trip request does not specify, a school bus will be placed on your order if available.
7. **Bus Capacity** Because of the variety of Agency buses available, there will only be a guarantee of a 78 passenger bus. Local trips can be loaded to bus capacity. Out-of-service area trips for Kindergarten through 5th Grade buses can load to capacity (three passengers to a seat). For passenger safety and comfort 6th Grade through 12th Grade will be loaded to only two passengers per seat (52 maximum passengers for a 78 capacity bus).
8. **Meal Stops** If your group is requesting a meal stop, that meal stop request must be on the original request. If a meal stop needs to be added to the trip at a later date, then a revised trip request must be submitted showing the approval.
9. **Teacher/Coach Responsibility** - It is the responsibility of the teacher/coach to make sure that their students are behaving correctly and orderly on the bus. Often teachers/coaches will sit together and talk amongst themselves and not pay attention to what their students are doing. If a student is not behaving correctly on the bus and the driver has to step in to take action, the student could lose all further bus riding privileges on future field trips.
10. **Group Rosters** All trips must have a group roster. Often coaches/teachers do not provide a roster for the driver or they only provide a roster for the takeover driver, they must provide a roster to both the take over and return drivers. This roster must be provided to the driver prior to departure of the trip.
11. **Mileage and Time Cost** When determining an estimated cost for a trip please remember that you are being charged for time and mileage once the driver checks

into our Agency, not when the bus arrives at your site. For out of town, and weekend trips, you need to add 1½ to 2 hours to the total trip time. This will allow for the check in and checkout times for the driver. Weekend trips are charged at the over time rate. Charter trips however are charged at the actual price of the trip.

12. **Tournaments / CIF** Please submit trip request for all tournaments or CIF Playoffs as early as possible. In doing this you will be able to reserve transportation, however if your group is requesting charters for Tournaments or CIF you must submit a destination and times otherwise the Charter companies will not accept your trip.
13. **Special Needs** Students that require special needs equipment while on field trips will be transported in a special needs bus. Transportation will be provided by a certified special needs driver in the type of vehicle equipped with the proper equipment to meet the needs of the student(s). This may cause the field trip to require an additional bus at an additional cost.
14. **Supervision** Per Education Code section 35330, provide supervision of pupils involved in field trips or excursions by certificated employees of the district.