
Pittsford Schools

Transportation Department



Field Trip Guidelines

Field Trip Guidelines

INFORMATION

Trip cards are available in each school office and are required to be submitted to the Transportation Department three weeks prior to the week of the trip.

On days when school is in session, trips should not be scheduled between 7:00am to 9:00am and 1:30pm to 3:30pm. Coaches take note: Sports trips may not leave prior to 3:45pm. If a trip needs to be scheduled during these times, you must first obtain permission from the Transportation Department @ 267-3495. There is no guarantee that we will be able to accommodate your trip during this time frame. PLEASE CALL FIRST FOR AVAILABILITY.

If you plan to stop for a meal on your trip this must be noted on the trip card.

The driver has a great deal of responsibility on the road. Therefore, the responsibility of student control and discipline rests with the coach or chaperone of the trip. The coach or chaperone should discuss and understand the expectations of their trip driver prior to departure. However, the driver may choose to exercise his/her authority if it is necessary for the safe travel of the trip. The coach or chaperone is also responsible for checking the bus at the end of the trip for trash or articles that may have been left behind by the students.

Spikes or cleats must not be worn on the bus

If you need to contact a transportation representative for any reason after hours, please use the telephone numbers listed below:

1. Greg Mros – Head Driver	703-5364	cell phone
2. Lynn Moore	507-8352	cell phone
3. Jerry Killenbec – Dispatcher	624-5644 313-1320	cell phone

We will do our best to ensure that your trip will be a safe, convenient, and enjoyable experience. Any special arrangements or directions you may have should be shared with the trip office – Greg Mros, 267-3495 prior to the trip.

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Trip Card Instructions

SPECIAL TRIP REQUEST		
School _____ #1 _____	Teacher/coach _____	Trip # _____ #2 _____
Destination #3 _____		
Trip _____	Depart _____	Return _____
Date: #4 _____	Time: #5 _____	Time #6 _____
Arrival @ school #7 _____ No. Passengers: _____ (40/50 maximum)		
Administrator's signature: _____ #8 _____		
THIS SECTION TO BE COMPLETED BY TRANSPORTATION		
Bus # _____	Miles:	Charge to: _____
	In _____	Est. Cost: _____
	Out _____	Payroll: _____
	TOTAL _____	
Driver's signature _____		
OFFICE		

One card must be submitted for each bus needed. Do not telephone the Transportation Department to schedule a trip; you must submit the trip request form with the appropriate authorized signature. Use the following capacity guideline when determining the number of buses needed.

School bus Capacity

48 Max./bus

1. School	Where the trip originates.
2. Teacher/coach	Person responsible for the trip. Bus will not go on a trip without a chaperone employed by the District unless prior arrangements have been made.
3. Destination	Coaches please indicate exact school. Addresses are helpful if it is a new destination.
4. Trip date	The day and date of the trip.
5. Departure time	The time you wish to leave the school. If you do not board or make contact with the driver within 15 minutes of departure time, the driver may be instructed to return to the garage.
6. Return Time:	The time you wish to leave your destination and return to the District.
7. Administrator's signature:	Signature for approval to use school mileage.

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Submit the entire three-part special trip request form to Greg Mros at the Transportation Department (267-3495). A six-digit trip number will be placed in the upper right corner, confirming that the trip has been arranged. The office copy and teacher/coach copy will be returned to the school for your records.

Coaches and teachers should call the Transportation Department at 267-3495 the day prior to their trip to verbally confirm their arrangements. Once confirmed, there is no reason to call that office during the afternoon operational hours (2:00 – 4:00pm) to inquire on the status of your trip bus. The buses will get to the afternoon athletic trips as soon as they possibly can. Getting the students home from school is our first obligation and objective.

There must be a coach or teacher riding on the bus with the students, both to and from events.

There is no food allowed on the bus. Also, no spikes may be worn on the bus.

Trips will be picked up at the following locations unless otherwise noted on the trip request card:

Sutherland High School
Mendon High School
Middle Schools
Elementary Schools

BUS LOOP
SOUTH PARKING LOT
FRONT OF SCHOOL
FRONT OF SCHOOL