



## Field Trip Planning: Transportation Check List

### 1. Prior to submitting your trip into Trip Tracker:

- A. Confirm the address of your primary destination
- B. Confirm the address of any other planned stops (example: lunch)
- C. Confirm the number of student riders
- D. Confirm the number of adult riders
- E. Verify the needs for any Special Education students
- F. Confirm any student medical needs (Example: diabetic or seizure medication)
- G. Confirm all planned departure and arrival times
- H. Confirm funding account
- I. Confirm the number of sack lunches needed if applicable (Note: contact your Nutrition dept.)
- J. Confirm any special accommodations that may apply to your trip (Example: Are you taking supplies that will require seat space?)

### 2. During the Trip Planning Process:

- A. Develop a master student roster that includes: Name/Address/Phone Number
- B. If your trip will require multiple buses, go ahead and pre-assign students and chaperones to each bus. Develop a separate student roster for each bus and print a copy for each applicable chaperone.
- C. Make sure at least one adult on each bus has a cell phone.
- D. Confirm any related parking fees or toll fees that will apply to your trip. (Make sure you have cash for these cost.)
- E. Contact your primary destination and confirm any special rules or procedures for bus access and bus parking.
- F. Make sure that any supplies or materials that you plan to take will fit in a seat or under a seat. (Reminder: supplies cannot be stored in the aisle or in front of emergency exits.)
- G. If you plan on storing supplies in a bus seat make sure you have the proper equipment to secure them (Example: Bungie straps are great for securing coolers etc.)
- H. Bring a few trash bags.
- I. Fully review all emergency procedures with all applicable staff and chaperones prior to the trip date. (Available on the GSCS Transportation Web Site)
- J. Check all trip Tracker emails and confirmations.
- K. Follow up with your administrator and ensure that your trip request is approved in a timely manner. (Reminder: All trips must be submitted and receive final approval no less than 4 weeks prior to the trip date.)
- L. Take time and fully review the GSCS Field Trip Manual prior to your trip date (Available on GSCS Transportation Web Site).