TCSD #1 Field Trip Information and Procedures

Field Trip Expectations

- Students must always be accompanied by a teacher, para or designated TCSD staff person on all field trips.

- Teachers and Paras are expected to actively supervise students on the bus during a field trip to ensure they are seated properly, out of the aisle, and keeping volume at a reasonable level and following bus rules (page 3).

- Students should remain seated while the bus is moving.

- No food or drink on a field trip without prior authorization from the Transportation Department.

- Teachers, Paras, and Students should pick up any trash, debris from the trip at the end of their bus ride.

- The bus driver has final authority regarding bus safety.

- Before leaving each location, teachers and paras should account for all students and ensure the group is ready before asking the driver to depart.

Initial Information

- If you have not received a Tripfinder login yet, please **fill out this request form** to receive one.
- Next, read the ***Tripfinder Quickstart Instructions* pdf** on the Transportation web page (www.tcsd.org/transportation).
- Finally, click on the **Tripfinder link** on the Transportation web page to begin submitting field trip requests.
- To view Field Trip day closures & availability, **CLICK HERE**

General Request Procedures & Rules

- Please submit field trip requests at least 10 school days in advance.

- For any last minute request(s), especially the week-of, please contact the Transportation Department at 733-4943 to make sure they can accommodate your request. There are no guarantees, but they will try their best.

- The new, approved window for field trip requests is between **9:15 AM and 1:45 PM** daily. This is to avoid conflicts with our regular morning and afternoon bus routes. Trips outside of this window most likely will be denied.

- Field trips that are approved by the Transportation Department will turn green in the "Status" box on your personal field trip grid view. Teachers and principals will both receive confirmation emails for each approved trip.

- The Transportation Department will approve field trips the week before those trips are scheduled to go out. If your trip is within the 9:15 AM - 1:45 PM window, it will most likely be approved. If you ever have any concerns about trip approval in advance, please email Kelly Hatch at khatch@tcsd.org or call the Transportation Department at 733-4943.

- For trips traveling to **GTNP & Yellowstone**, **CLICK HERE** for more information. Your group's teacher will be required to have a waiver ready or to pay for your bus.

Submitting Trip Requests

- Go to **Tripfinder**
- Log in (Client ID is tcsd, User Name is your email, Password is password)
- Click *Submit New Request* in top right of screen
- Fill out all required fields as denoted with a *
- Click *Save & Close* when complete.

If you are entering multiple trips that have similar times/details but different days, you can follow steps 3-4 and then before saving, click *Save as Template*. This template can then be used for future entries at the top of the field trip submittal page.

TCSD Bus Rules

1. Observe the **same conduct as in the classroom.**

2. **Follow the directions of the bus driver** and **never distract him or her** from driving the bus safely. The bus driver is authorized to assign seats and make decisions that are necessary for the safe transportation of all students.

3. Be seated immediately and **stay seated properly**. Keep your head, hands, and feet out of the aisle, inside the bus, and to yourself.

4. **No bullying or fighting.** Always treat others with courtesy, dignity, and respect.

5. **Refrain from using loud voices or inappropriate language.**

6. **Do not eat, drink, chew gum**, or have anything in your mouth on the bus. This is for the safety of yourself and others.

7. **Keep the bus clean** and do not destroy any property on the bus.

8. **Do not throw objects** of any kind on the school bus or out the windows.

9. **Only carry objects that can be held in your lap** (12''x12"x12"), unless prior arrangements have been made through the transportation office. **Deadly weapons or objects** used as weapons are prohibited on the bus. All items are subject to restrictions at the discretion of the bus driver.

10. **Technology must be handled responsibly** and may never be used to distract the driver or to cause harm to another student. This includes any cell phone or external audio devices use that could result in distraction. **Students may not, at any time, take pictures or videos while on the school bus.**