

TRIP LEAD PROTOCOL

For every IS program, one part-time instructor will be the Trip Lead, as designated on schedule. This person is responsible for communicating with the Floor Lead and ensuring the following items are completed each trip:

Pre-Program Prep

Collect class rosters and cover sheets for the day

- If there are no cover sheets located in the box, ask the Program Coordinator or Program Manager to print more. Located here: <\\vmfile01.aquatic.com\Master Files\Student Initiative\IS Administrator and Teacher Management>

Take all supplies out of storage and cross-check with supply list

Load supplies into vehicles or disperse around lab, as needed for your program

Asses and designate spaces on Explore trips, adjust as needed.

Ensure all spaces are ready at least 15 min. before student arrival

Student Arrival

Have teachers review roster and sign cover sheet immediately

- This can be done at the school for walking schools before they depart

Ask teachers for any uncollected waivers

Communicate with Floor lead as needed

Post-Program Clean Up

Clean up all supplies and clean/reset all spaces to default setting

Once clean-up is complete, check off all supplies on the supply sheet

Check out with Floor Lead

- Give rosters/cover sheets and any waivers collected
- Show that all supplies are put away and spaces are clean
- Report any supplies that are low/broken/missing
- Report any challenges that occurred during the day that have not been communicated yet

Troubleshooting

Late bus in AM

After 10 minutes, call school office (google school name for #) to see if they have departed

- If they departed, get an ETA of departure to plan for their arrival

If they have not departed, call Transportation at (858) 496-8480

- Press 0 to speak to an operator or 4 to speak to the field trip office

Communicate with Floor Lead if issue is not resolved

Determine if scheduling adjustments need to be made and communicate them with team

Late bus in PM

After 10 minutes, call Transportation at (858) 496-8480 to get ETA of bus

Communicate with Floor Lead to determine plan for student supervision & lunch breaks while waiting for bus

Additional Tasks by Grade & Program

5th Grade

- Explore:
 - USFW Key in Copy Room
 - Return at end of each day, lock box code: 539
 - Gate Code: 2473 (as of 22/23)
 - USFW Classroom Alarm Code: 8010 (as of 22/23)
- MAD: Ensure plants are ready transport, if applicable

4th Grade

- Explore & MAD: TBD

3rd Grade

- Explore: Safety Ring Buoy, check indicated tide & rotation
- MAD: TBD

2nd Grade

- Explore:
 - SEE Notes from 5th Explore regarding keys / gate codes
 - Check Education Office for lunch space & shark timing
 - Submit total number of students & adults to Living Coast front desk
- MAD: N/A

1st Grade

- Explore: Cabrillo National Monument Parking Permits, specific by date
- MAD: N/A

Kindergarten

- Explore: Designate Fellow to Check in with Guest Services to submit number of students & adults
- MAD: N/A

Middle School

- TBD

High School

- TBD