

## (IS) BUS ARRIVAL AND DEPARTURE PROTOCOL

- To be prepared for student arrival and departure by bus.
- Bus Dispatch (Field Trip Office): (858) 496-8763

### STUDENT ARRIVAL

#### Early Buses

Breathe

One fellow is in charge of introductions, splitting groups up

\*Trip Lead is in charge of making schedule modifications

- o Longer activity time, extra reflection time at the end, etc.

After new schedules are written, communicate to other instructors

Proceed with day

#### Late Bus Arrival

~10 minutes late – Call Program Manager

- o Program Manager will contact teacher & transportation
- o Program Manager will communicate details to Trip Lead

\*Trip Lead begins modifying schedule for estimated arrival time

After new schedules are written, communicate to other staff

### STUDENT DEPARTURE

Bus will pick students up at designated site, per curriculum

Begin boarding bus no later than scheduled departure time to avoid late charges (San Diego Unified will charge late fees if you keep the bus waiting longer than 5 minutes past departure time)

#### Late Buses

~5 minutes late, call bus dispatch (858) 496-8763 to confirm bus is on its way

- o Tell them name of school, Trip ID number (EZ Reports), location (if needed)

Share information with teachers.

If bus has not arrived by 12:40 PM, let teachers know the latest update (if any) are depart site. Ocean Discovery fellows must leave the field trip site no later than 12:45 PM.