

ANTELOPE VALLEY SCHOOLS TRANSPORTATION AGENCY

MEMORANDUM

DATE: JULY 01, 2010

TO: Secretaries / Teachers / Coaches

FROM: Lenny Keltner, Field Trip Coordinator  
945-3621 ext. 219  
E-mail fieldtrips@avsta.com

SUBJECT: Field Trip Request and Trip Costs for 2010-2011

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The following information will help you in filling out your Field Trip request. All the information on the request is important to ensure that your trip is booked correctly.

1. **Destination** Trip requests need to show the full name of the destination as well as the full address, if the trip is to another local area school the address is not needed. We need the full address of your destination to ensure we give the correct information to our driver or the Charter Company.
2. **Requested Vehicle** Please make sure the trip request shows which type of Vehicle is being requested. If the trip request does not specify, a school bus will be placed on your order if available. If the group is requesting a Charter please be sure the request shows 'CHARTER' in the Vehicle Requested Field.
3. **Trip Times** We need accurate departure and return times. If a time change is needed, please make any time changes at least 48 hours prior to departure. Groups often change their pick up times at the time of departure; this makes it difficult for our dispatchers if they have to reassign your trip to another driver late in the day. It is also important that we keep the scheduled departure time. We make every attempt possible to have the bus at your school site 15 minutes prior to departure. This will allow for loading of equipment and passengers. We need to depart at the scheduled departure time. If your group does not come out on time, you could risk having the bus pulled from your site.
4. **Meal Stops** If your group is requesting a meal stop, that meal stop request must be on the original request. If a meal stop needs to be added to the trip at a later date, then a revised trip request must be submitted showing the approval.
5. **Tournaments / CIF** Please submit trip requests for all tournaments or CIF Playoffs as early as possible. In doing this you will be able to reserve transportation, however if your group is requesting charters for Tournaments or CIF you must submit the trip destination and times otherwise the Charter companies will not accept your trip.
6. **Hours of Service** Bus drivers must adhere to very strict hours of service. A driver may only be on duty a total of 16 hours from the start of their duty day, of those 16 hours, the driver may only drive 10 hours, after these hours have been exhausted the driver must have 8 hours off. If a trip is going to be over the allotted driver hours and the group knows this ahead of

time, they must provide a hotel room for the driver. The driver would check into the hotel room for 8 hours. After the driver had been off for 8 hours he or she is legal to complete trip. If the group does not provide a hotel room, the trip will have 2 drivers assigned. This is often a greater expense than providing hotel accommodations for one driver. If two drivers are used this would result in double the mileage charged for the trip.

7. **Mileage and Time Cost** When determining an estimated cost for a trip please remember that you are being charged for time and mileage once the driver checks in, not when the bus arrives at your site. For weekend trips, you need to add 1½ hours to the total trip time. This will allow for the check in and check out of the driver. Weekend trips are charged at the over time rate. Charter trips however are charged at the actual price of the trip.
8. **Group Rosters** All trips must have a group roster. Often coaches/teachers do not provide a roster for the driver or they only provide a roster for the take over driver, they must provide a roster to both the take over and return drivers. This roster must be provided to the driver prior to departure of the trip.
9. **Teacher/Coach Responsibility** - It is the responsibility of the teacher/coach to ensure that their students are behaving appropriately on the bus. Often teachers/coaches will sit together and talk amongst themselves and not pay attention to what there students are doing. If a student is not behaving correctly on the bus and the driver has to step in to take action, the student could lose all further bus riding privileges on future field trips.
10. **Confirmations / Cancellations** Please try and make every attempt to call or e-mail the Friday morning of the week before your trips to confirm them for the following week. If you need to cancel a trip please try and cancel the trip 24 to 48 hours prior to the trip. If a bus is cancelled at the time of pick up your site will be charged for the actual time and mileage that the driver incurred. If your trip has been booked on a Charter you will need to cancel 7 days prior to the scheduled trip for no charges to be incurred. If cancellation is after the 7 day period and before the date of the trip charges will be invoiced at a rate determined by the charter company. If your trip is cancelled at the time of pick up, you will be charged the actual amount of the charter.
11. **Contact information** Please provide your Email address and or a cell phone number for confirmations and/or questions.