

POLK SCHOOL DISTRICT FIELD TRIP CHECKLIST

Please share this with all staff

- _____ When choosing a field trip, please follow Polk School District Policy.
- _____ Transportation will provide a list of drivers that are interested in field trips to the school.
- _____ If possible please set aside more than one possible date. Sometimes through the school year, there are numerous field trips on the same date and bus drivers can be limited.
- _____ Call and secure driver(s) for the date and place the names on the field trip request before submitting to the Central Office for approval.
- _____ Number of students: 24 seats/ 3 to a seat/72 passengers 24 seats/2 to a seat/48 passengers. Include adults when calculating number of seats needed.
- _____ Field trips should be back at the school, no later than, 2:30 p.m. This allows time to unload all items on the bus, coolers, trash, etc. and allows the driver time to drive to appropriate school.
- _____ All coolers and boxes, etc., must fit behind back sit or be placed in a seat. The aisle and all exits must be clear in case of emergency.
- _____ Please contact the bus drivers before trip to be sure they understand the leave time. Discuss directions, schedule and lunch for the driver.
- _____ It is the sponsors responsibility to have directions.

ATHLETIC TRIPS

- _____ Submit field trip request to Central Office for approval.
- _____ Please submit your schedule by email to the Transportation Office.
mcprather@polk.k12.ga.us. With your schedule, Transportation will be able to have buses available for pickup. (For coaches and other trip drivers with no route)
- _____ Call and secure driver(s) for the date and place the names on the field trip request before submitting to the Central Office for approval.
- _____ Schedules normally have possible dates for Region and State, but usually do not have location. Location and distance is important. Transportation can pull newer buses from routes when going further than neighboring counties. Please contact Transportation by email with the possibilities when the time comes.

Transportation is available to help when needed. Sponsors should secure drivers for all trips. We hope this helps to eliminate some of the confusion and helps make this an easier task for all.