



BULLETIN  
PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS

S-1-08  
Originator's Serial No.  
August 1, 2007  
Date  
Transportation  
Originating Office  
June 30, 2008  
Cancellation Date

TO: All Regional Assistant Superintendents  
All Principals

FROM: Superintendent of Schools

SUBJECT: Trip Guidelines – 2008-2009

I. **PURPOSE:** To provide information concerning procedures for all trips using public school buses. Requests must be submitted by email at [field.trips@pgcps.org](mailto:field.trips@pgcps.org). This will be accessible through a link on the Transportation Web Page.

II. **INFORMATION:**

**A. Dates of operation:**

1. Trips *may not* be approved due to limited bus availability on the following dates due to mandatory bus inspections:

October 27 through November 25, 2008

March 2 through March 31, 2009

If you have a trip scheduled during these times that cannot be accommodated by Prince George's County Public Schools (PGCPS) transportation, please contact a commercial carrier to make the necessary arrangements. The Purchasing Department has an approved vendor list that can be accessed through the PGCPS Intraweb. However, in an effort to support our PGCPS Arts, Music and Choral Programs, special arrangements have been made to transport students to and from the Thomas Pullen plays and any other musical productions held during this time period.

2. The final date for trips this school year is **May 15, 2009**.
3. The final date for all CBI/CRI, Job Sampling and Work-Study buses is **May 22, 2009**.
4. Buses will be provided for all after-school activities between the dates of **October 1, 2008** through **May 8, 2009**. Requests for extensions for High School Assessment programs only, to **May 15, 2009**, should be sent to the Director of Transportation for review.
5. **Board of Education Policy Number 2513.2 prohibits** the scheduling of tests, meetings, workshops, **trips** or other special activities, such as the taking of student pictures or **athletic events** during or after the regular school day, on days of religious observance as indicated on the official school calendar. Holiday begins at sunset of the preceding day.

## B. Restrictions and requirements:

The following apply for **all trips** scheduled through the Transportation Department:

1. Trips must not interfere with a driver's regularly scheduled run or **scheduled** safety meetings. **Trips must not start prior to 9:30 a.m. and buses must return to the school by 1:15 p.m.**
2. **Trip requests must be received in the Transportation Department 10 days prior to trip.**
3. Our first priority is to provide transportation to and from school. Any last minute trips requested with less than 10 days prior to trip are subject to **non-approval**.

The school bus fleet does not contain a separate set of buses designated for trip use. Transportation staff and requestors of trips will discuss individual circumstances.

4. WHEN CANCELLING A TRIP, THE SCHOOL IS RESPONSIBLE FOR NOTIFYING THE TRANSPORTATION DEPARTMENT **24 HOURS IN ADVANCE** by email at [field.trips@pgcps.org](mailto:field.trips@pgcps.org). Failure to do so will result in a minimum one-hour charge billed to the school on school days and three-hour minimum on non-school days. In case of inclement weather, the trip **must be cancelled prior to the bus arriving at the school. Cancellations of weekend trips must be made by noon on Friday before the trip is to take place.**
5. Number of passengers on a bus may not exceed **49** seating capacity. No standees are permitted on buses.
6. To assure the students we transport arrive home on time, schools with trip buses that return late will be subject to future approval from Chief Administrator for Supporting Services.
7. The Zoo officials have advised us that the most hectic and problematic times of the week for them are Thursdays and Fridays due to extreme traffic congestion, volume of buses from all over the region, and thousands of visitors. Safe and efficient operation is our main goal. **ALL** Zoo trips may only be taken on **Monday, Tuesday, or Wednesday**. This will assist us in providing the best service possible.

The Department of Transportation is requesting all schools that plan trips to the zoo ensure that their buses are back by 1:15 p.m. In order to reach this goal, students must return to their buses no later than 12:30 p.m. PGCPS afternoon dismissal buses waiting for contracted commercial carrier trip buses will **not** be held at schools longer than 10 minutes.

8. A teacher or administrator must be in attendance on each bus for all trips.

9. **Trips shall be for educational purposes only. Buses shall not be used for picnics, social activities, or to transport spectators. Non-instructional and non-educational trips must be submitted to the Regional Assistant Superintendent's office for approval prior to submittal to the Transportation Department, i.e., skating, bowling, swimming, restaurants, etc. All trips going out of Prince George's County must have regional approval. Keep in mind that the school should submit requests. The region office does not request transportation. Please adhere to the regional approval process for the safety, security and identification of our students.**
10. Parents shall not be permitted to ride the school bus unless designated as chaperones. Younger children not enrolled in the school may not accompany their parents on the bus.
11. Eating is not permitted on the bus.
12. **Trips will not include refreshment stops.**
13. Bus drivers shall not, under any circumstances, take a trip unless they receive the proper form indicating that the trip has been approved.
14. Prior to any trip, a conference between the driver and the responsible teacher must occur. The driver must be informed in advance of the destination and directions by the requestor from the school. It then becomes the responsibility of the driver to determine the safest and most efficient route to the destination.
15. Schools or departments requesting transportation will be responsible at the time of the trip for all parking fees, meter fees, tolls, and parking permits.
16. Double trips must be authorized by the Transportation Department in advance.
17. Trips are not permitted beyond a 50 miles radius.

### C. Procedures

**ALL TRIPS** should follow the procedure listed below:

1. Trips will be billed at a rate of **\$70.35** per hour with a *minimum of one hour*.
2. The school will no longer solicit drivers for trips. The Transportation Department will provide drivers and buses based on the school's initial request. All requests and confirmation will be done through email at [field.trips@pgcps.org](mailto:field.trips@pgcps.org).
3. If confirmation is not received within 72 hours, please inquire about your request.
4. The school must submit their request via the [field.trips@pgcps.org](mailto:field.trips@pgcps.org) address **NO LESS THAN 10 DAYS IN ADVANCE OF TRIP.**

5. The cost will be automatically taken from the School Operating Resource (SOR) account by Oracle. **The school will be responsible to reimburse this account if payment is from other sources.**
6. The following information is needed when requesting transportation:
  - Name of school
  - Principal's name
  - Contact person
  - Contact phone number
  - Scheduled date of trip
  - Scheduled times of trip (start and return)
  - Destination
  - Total number of persons going, including teachers and chaperones
  - Number of buses requested
  - Oracle account number (if other than field trips)
  - Any Special Accommodations needed
7. Upon the completion of the trip, the driver will show the completed form to the authorized school representative, who will certify the information and sign.

### III. **SPECIAL EVENTS AND ALL OTHER TRIPS:**

Listed below are procedures to be followed:

#### **A. Howard B. Owens Science Center**

Howard B. Owens Science Center will issue a calendar. Please review and confirm trips and class size with the Center. Once the schools have confirmed their trips, the Science Center will submit a schedule to Transportation. Transportation will automatically arrange the necessary amount of regular buses, unless instructed otherwise. Any deviation from the schedule must be sent via email to [field.trips@pgcps.org](mailto:field.trips@pgcps.org). The Science Center is billed directly for these trips.

THE SCHOOL IS RESPONSIBLE FOR NOTIFYING THE TRANSPORTATION DEPARTMENT AND HOWARD B. OWENS SCIENCE CENTER **BEFORE** CANCELLING. Notification must be made 24 hours prior to the trip. If the trip is not cancelled within the time limit, the school will be billed for the minimum one hour.

#### **B. Camp Schmidt**

Once the schools have confirmed their trips, Camp Schmidt will submit a bus schedule to Transportation. Transportation will automatically arrange two regular buses. Each will hold 30 students plus luggage. Any deviation from this must be sent via email to [field.trips@pgcps.org](mailto:field.trips@pgcps.org). Average time of trips is 6.5 hours per bus. Camp Schmidt will be billed directly for these trips.

### C. Activity Buses

Requests or changes are to be submitted via email to [field.trips@pgcps.org](mailto:field.trips@pgcps.org). Activity buses are being billed at \$70.35 per hour. Pick up times are after 5 p.m. Allow 10 working days for processing. Please be sure to include the following in your request:

Name of school  
Oracle account number  
Start and end date (last day buses are available is May 8, 2009)  
Days of week  
Time buses are needed  
Number of buses requested  
Student names, addresses and student ID numbers should be attached on an Excel spreadsheet.

**Requests will not be processed unless ALL required information is received.**

### D. Athletic Buses

Transportation for an entire season will be submitted at one time from the Athletic Supervisor. This includes transportation for cheerleaders, band, ROTC, or any additional buses needed. If transportation is needed outside of the initial schedule submitted, transportation would only be granted if the request is made more than **24 hours** prior to the event and an “athletic bus” is available. All other requests will have to adhere to the trip guidelines. Although there is only one bus per school each day, requests for more may be granted. Additional buses will be available after 4:30 p.m. and billed at \$70.35 per hour. Playoff and championship schedules should be submitted as soon as possible via email. All playoff games over the 50-mile radius should be submitted to the Regional Assistant Superintendent and Director of Transportation in advance for approval. Additional buses will be billed to the school’s SOR account unless another account number is submitted.

### E. Commercial Carriers

The Transportation Department has secured Consolidated Safety Services, Inc. to approve and monitor private commercial carrier companies that transport PGCPS students. The Transportation Department will be notified as to what companies have been approved. A list of these carriers will be accessible through the Purchasing Department link on the PGCPS intraweb. If you are planning to schedule a trip with a company that is not on the approved list, please refer them to Pupil Safety Division at, 703-877-3303.

## IV. FILING INSTRUCTIONS: Destroy after June 30, 2009.

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John E. Deasy  
Superintendent of Schools

DISTRIBUTION: Lists 2, 3, 4, 5, 6, and 11