

## **Wasatch County School District Field Trip Bus Request Info/Protocol**

Student transportation for authorized activity/athletic trips shall be provided within the capacity of the bus fleet and available drivers. The main focus of the Transportation Department is the regular to and from school routes.

1. Region and State scheduled activities in senior high school will receive top priority when buses are assigned.
2. The leave time on the request is the time the buses are expected to be at the school for departure. The estimated finish time on the request is the time the buses are expected to be back at the school, not when they are to leave the field trip site.
3. It is recommended that bus requests be into the transportation office a minimum of two (2) weeks prior to the scheduled event. A \$10.00 late fee will be assessed to any request scheduled less than eight (8) days in advance.
4. On any overnight trip, it will be the responsibility of the school to make and pay for the bus driver's motel accommodations. This information should be submitted on the bus request.
5. Any change in time, date or destination must be made in advance through the transportation office. Drivers are NOT authorized to change time, date or destination.
6. The transportation department will assign all drivers to activity/field trip runs. Please do not make specific driver requests.
7. All teachers and activity supervisors should be made aware of and enforce the field trip rules.
8. The driver and the coach(es) should exchange cell phone numbers before the group leaves the bus.
9. ALL TRIPS MUST BE SCHEDULED THROUGH SchoolDude.  
You can access SchoolDude through our website or at the following link:  
<https://www.myschoolbuilding.com/myschoolbuilding/mytriprequestiframe.asp>
10. Field Trip Fees:
  - a. \$1.55 per mile for every mile the bus travels round trip from the bus shop. (MapQuest can assist you in estimating the miles)
  - b. \$21.27 per hour for driver's time spent on the trip plus an additional 30 minutes for bus clean-up. (this is a yearly negotiated wage for drivers and may change)
  - c. Minimum two (2) hour charge. A minimum fee will be attached to any trip cancellation less than 24 hours before the scheduled starting time. Exception: Cancellations caused by inclement weather.
  - d. There is a \$10 fee for any trip not scheduled at least eight (8) days in advance.