

CHAPTER 16
EXTRA-CURRICULAR TRIPS

EXTRA-CURRICULAR TRIPS

LESSON TOPIC:

EXTRA-CURRICULAR TRIPS

OBJECTIVES:

- To enable the drivers to identify the necessary information needed in planning a field trip, handling emergencies while on field trips, types of field trips, leaders and responsibilities of each and to identify behavioral problems and solutions.
- The driver will accurately and carefully plan for and conduct a safe, efficient and trouble-free trip.

INSTRUCTOR GUIDELINES/NOTES	CONTENT
<p>INTRODUCE UNIT.</p>	<p><u>INTRODUCTION</u></p> <p>Numerous problems can arise when driving on field trips – problems such as selecting the wrong route, running out of fuel, arriving late or not at all. Student problems can also arise because of no food or rest stops. These can also cause the driver to have an unhappy or more importantly a unsafe trip.</p> <p>The field trip or activity trip is a special and exciting time for all concerned. It should also be a safe time.</p> <p>The best way to ensure a safe and happy trip is through pre-planning.</p>
<p>REVIEW IMPORTANCE OF MAJOR TOPICS TO BE DISCUSSED.</p>	<p>Following are items to be discussed in this chapter:</p> <ol style="list-style-type: none"> 1. Times 2. Route Planning 3. Emergency Preparations 4. Responsibilities 5. Problem Causing Situations
<p>INTRODUCE TOPIC</p>	<p><u>TIMES</u></p> <p>Many field trips take drivers out of their district. If problems arise, the driver will probably have a more difficult time in getting assistance. Problems, therefore, take on a more critical nature. Without planning, minor problems can become major ones.</p> <p>Have the students arrive at the designated meeting location thirty (30) minutes prior to departure for information concerning the field trip, practicing</p>

INSTRUCTOR GUIDELINES/NOTES	CONTENT
<p>EMPHASIZE THAT THE DRIVER CONTACTS THE TRIP SPONSOR, GATHERS PERTINENT INFORMATION AND DETERMINES THE EXIT TIME.</p>	<p>emergency evacuations, explaining planned stops, expected behavior, etc.</p> <p>Departure times and locations are important. Drivers have to know the exact time they are to arrive at the school, the exact location for the student pickup and the exact time of departure for the event.</p> <p>The same is true for arriving at the event. The exact arrival time and location must be known.</p> <p>For the return trip, drivers must know when they are to arrive at the student pickup spot, the exact location and when to depart.</p> <p>It is also important that drivers know their expected arrival time and location back at the school so that parents know when and where to pick up their children.</p> <p><u>ROUTE PLANNING</u></p> <p>Since departure and arrival times are important, it is necessary for the driver to plan routes in sufficient detail that travel times can be reasonably estimated. The planned route should include both a primary route and a secondary route, in case of a traffic tie-up or detour on the primary route.</p> <p>Special stops along the way should also be planned in advance. These would include stops for food, fuel and comfort (refer to 702 KAR 5:080, Section 17, “Fueling the Bus”). It is best if they can all be accomplished in one stop rather than a separate one for each. If a fuel stop is</p>

INSTRUCTOR GUIDELINES/NOTES	CONTENT
<p>INTRODUCE TOPIC.</p>	<p>required the driver must have adequate means to pay for the fuel whether by school fuel card, cash, etc.</p> <p>When estimating travel time, time estimates for these stops will have to be included.</p> <p>A driver should know any special situations along the way. Bridges and tunnels would be good examples. The questions the driver might ask is: “Is there anything along the way that I cannot get over, under or through?”</p> <p>Tolls are another consideration. Does the route cross any toll bridge or use a toll road? If it does, the driver will need sufficient money to pay these tolls.</p> <p>Frequently, at special events, there is a special parking area for buses. The driver needs to know if there is such a special area and where it is located.</p> <p>A final consideration is any special instructions. Is there anything else you need to know for a safe and happy trip? Drivers should check with the transportation supervisor for special conditions or situations.</p> <p><u>EMERGENCY PREPARATIONS</u></p> <p>Many things can go wrong while on any trip. These mishaps can range from very minor events to major catastrophes. On a field trip, a mishap of any degree of seriousness is always more difficult to handle because drivers typically are not as familiar with the area as they are with their own route, and assistance may be more difficult to obtain.</p>

INSTRUCTOR GUIDELINES/NOTES	CONTENT
<p>REVIEW RESPONSIBILITIES OF DRIVER.</p>	<p>more different types of group leaders. Typical groups and group leaders would include:</p> <ol style="list-style-type: none"> 1. team/coach; 2. class/teacher; or 3. group/chaperons. <p>On field and activity trips, responsibilities are shared between the driver and the group leader and/or chaperone. The transportation supervisor also has certain responsibilities to determine whether road conditions are such that it would be safe or practical to travel.</p> <p style="text-align: center;">RESPONSIBILITIES OF THE DRIVER</p> <ol style="list-style-type: none"> 1. To obey all safety regulations. 2. To review with the students the emergency evacuation before the beginning of the trip or if needed conduct an evacuation drill. 3. To maintain passenger control. 4. To control emergency situations. 5. To maintain safe vehicle condition. 6. To select rest, food and fuel stops. 7. To ensure the eight (8) way warning lights, stop arm and crossing control arm are activated at any time students are loading or unloading. 8. Ensure any and all dunnage is properly secured. 9. Head counts.

**RESPONSIBILITIES OF GROUP LEADERS
AND/OR CHAPERONES**

KRS 161.185. Teacher of staff member to accompany students on school-sponsored or endorsed trips – Exceptions.

1. Except as provided in subsection (2), boards of education shall require a member or the school faculty or a member of the administrative staff to accompany students on all school sponsored or school-endorsed trips.
2. Boards of education may permit a nonfaculty coach or nonfaculty assistant, as defined by administrative regulation promulgated by the Kentucky Board of Education under KRS 156.070(2), to accompany students on all school-sponsored or school-endorsed athletic trips. A nonfaculty coach or nonfaculty assistant shall be at least twenty-one (21) years of age, shall not be a violent offender or convicted of a sex crime as defined by KRS 17.165 which is classified as a felony, and shall submit to a criminal record check under KRS 160.380.
3. Prior to assuming his or her duties, a nonfaculty coach or nonfaculty assistant shall successfully complete training provided by the

local school district. The training shall include, but not be limited to, information on the physical and emotional development of students of the age with whom the nonfaculty coach and nonfaculty assistant will be working, the district's and school's discipline policies, procedures for dealing with discipline problems, and safety and first aid training. Follow-up training shall be provided annually. (Repealed and reenact. Acts 1990, ch. 476, Pt. V § 482, effective July 13, 1990; 1998, ch. 178 § 1, effective July 15, 1998.)

1. To relay trip plans and safety precautions.
2. To provide passenger information.
3. To maintain passenger control.
4. To provide supervision at stops.
5. Field trip activity.
6. Head counts.
7. To provide passenger instructions.
8. To properly group students together.

**REVIEW RESPONSIBILITIES OF
TRANSPORTATION
DIRECTOR/SUPERVISOR.**

**RESPONSIBILITIES OF
DIRECTOR/SUPERVISOR**

1. Vehicle(s) and driver ability. Remember on all out of district trips only 2/3 capacity when transporting middle school or high school students.

INSTRUCTOR GUIDELINES/NOTES	CONTENT
<p data-bbox="196 678 509 709">INTRODUCE TOPIC.</p> <p data-bbox="196 1045 703 1220">ASK “WHAT MIGHT CAUSE A BEHAVIOR PROBLEM ON A FIELD OR ACTIVITY TRIP AND HOW MIGHT THIS BE AVOIDED OR DEALT WITH?”</p> <p data-bbox="196 1629 613 1803">HAVE INDIVIDUAL CLASS MEMBERS IDENTIFY ONE CONDITION AND EXPLAIN HOW TO AVOID OF DEAL WITH IT.</p>	<ol style="list-style-type: none"> <li data-bbox="829 195 1490 352">2. Ensure that any and all dunnage to be transported can be properly secured on the selected vehicle(s). <li data-bbox="829 384 1386 415">3. To provide necessary time for planning. <li data-bbox="829 447 1490 541">4. To know where to communicate with driver in emergency situations. <li data-bbox="829 573 1273 604">5. To return special care students. <p data-bbox="854 636 1377 667"><u>PROBLEM CAUSING SITUATIONS</u></p> <p data-bbox="743 699 1490 926">Problems may arise while on a field or activity trip because of the nature and length of the trip. Unless plans are made and precautions taken, passenger behavior problems may arise which could get out of control</p> <p data-bbox="784 957 1377 989">The following conditions should be identified:</p> <ol style="list-style-type: none"> <li data-bbox="841 1020 1490 1556">1. Fatigue – the driver should plan to have sufficient rest and comfort stops to avoid problems arising from this condition. There should be no more than ninety (90) minutes between stops. Driver fatigue should also be considered (refer to FMVSS 395.3 for the definition of “On Duty Time”). Remember: FEDERAL Safety Regulations supersede all others. <li data-bbox="841 1587 1490 1881">2. Excitability – drivers should recognize that this will occur because of the nature of the trip. An opportunity should be provided for students to vent some of this excitement before an effort is made to restrain them. The group

INSTRUCTOR GUIDELINES/NOTES	CONTENT
<p>REVIEW POINTS AS THE DRIVERS IDENTIFY THEM.</p>	<p>leader or chaperone should handle problems arising from these situations.</p> <p>3. Depression – driver should recognize that this condition could occur and call it to the attention of the group leader or chaperone. The group leader or chaperone should be alerted and deal with this condition on a one-to-one basis with the student(s).</p> <p>4. Discomfort – the driver should be alerted for conditions which could lead to student discomfort. The temperature of the bus should be closely monitored and sufficient fresh air should be provided.</p> <p>5. Lack of understanding guidelines – driver should discuss with the group leader or the chaperone the guidelines that are to be followed during the field trip. The group leader or chaperone and the driver should discuss these with the students before the trip begins.</p>
<p>SUMMARIZE UNIT.</p>	<p><u>SUMMARY</u></p> <p>During this unit, we have examined a number of topics which are necessary to consider when planning and conducting any field trip.</p> <p>Specifically, we reviewed:</p> <ol style="list-style-type: none"> 1. Times

INSTRUCTOR GUIDELINES/NOTES	CONTENT
	<ol style="list-style-type: none"> 3. Route Planning 4. Responsibilities 5. Problem-Causing Situations <p>If adequate attention is paid to planning the trip and precautions are taken to avoid problem producing situations, the field trip should be a pleasant experience for all concerned. However, without it, things can easily get out of hand. Be prepared and enjoy a pleasant trip.</p> <p style="text-align: center;">EXTRA-CURRICULAR TRIPS</p> <p style="text-align: center;">POINTS TO REMEMBER</p> <ol style="list-style-type: none"> 1. Departure Times 2. Arrival Times (To and From) 3. Planned Route 4. Secondary Route 5. Special Route 6. Special Situations 7. Tolls 8. Parking 9. Special Instructions 10. Evacuation Procedures 11. Phone Numbers 12. Insurance Carrier Name, Address and Phone 13. Radio 14. Special Medical Problems 15. Driver Responsibilities 16. Speed Limits 17. The Use of Cargo Boxes, When Possible

INSTRUCTOR GUIDELINES/NOTES

CONTENT

18. Securing Luggage

19. Prohibited Use of Towing Trailers

SAMPLE
FIELD TRIP PROPOSAL

_____ **SCHOOL DISTRICT**

THE FOLLOWING INFORMATION MUST BE PROVIDED IN ORDER FOR THIS PROPOSAL TO BE CONSIDERED*

SCHOOL _____

TEACHER _____

GRADE(S)/CLASS(ES) _____

DESTINATIONS _____

DATE _____

EDUCATIONAL EMPHASIS/OBJECTIVES _____

****PLEASE READ THE FOLLOWING BOARD POLICY AND OBTAIN ALL APPROPRIATE SIGNATURES****

CLASS FIELD TRIPS Requests for school-sponsored field trips shall be submitted to the Principal, who shall approve and forward the request to the Director of Transportation and the Superintendent for final approval. The Board shall approve all field trips for the school year at its November meeting.

EXCEPTIONS Teachers who plan field trips prior to, or after, the November approval date shall forward those requests through the proper channels for approval at least two (2) weeks prior to the event. The Board shall be routinely informed of these trips that were not approved at the November meeting.

OUT-OF-STATE/OVERNIGHT The board shall approve all out-of-state and overnight trips.

DRIVERS All vehicles shall be driven by an adult duly qualified and licensed to operate the vehicle. Drivers of school buses shall comply with the responsibilities as required in 702 KAR 5:080 and all other regulations.

SUPERVISION

A member of the faculty or administration staff shall accompany students on all school-sponsored trips.

INSURANCE

Only board-insured vehicles or appropriately certified common carriers shall be used for transporting students.

PRIOR APPROVAL FOR

Any school-related trip not falling within the guidelines aforementioned shall require prior board approval.

Use of certified common carrier service shall be authorized by the board on a case-by-case basis and the reasons to justify such use shall be cited in the board minutes.

PARENT APPROVAL

Parents are to be informed of the nature of the trip, the approximate departure and return times, means of transportation and any other relevant information. Parents must give written approval for students to participate in school-sponsored trips.

PRINCIPAL’S SIGNATURE OF APPROVAL

SUPERINTENDENT/SUPERVISOR APPROVAL

DATE BOARD INFORMED/APPROVED

SAMPLE FORM

NAME OF DRIVER		BUS #
DATE OF TRIP		
SCHOOL	DEPARTMENT	
DESTINATION	DEPARTURE TIME	
APPROXIMATE ARRIVE TIME	AND RETURN	
ROUTE		
SPECIAL STOPS (RESTROOM AND FOOD)		
TOLLS AND PARKING EXPENSE		
PERMISSION SLIPS CHECKED?		
DRIVER SIGNATURE		
GROUP LEADER SIGNATURE		
TRANSPORTATION DIRECTOR SIGNATURE		

NAME: _____ DATE: _____

EXTRA-CURRICULAR TRIPS**TEST******PLEASE ANSWER TRUE OR FALSE****

1. _____ The best way to ensure a safe and happy trip is through post-trip planning.
2. _____ Generally, departure times and locations are flexible.
3. _____ It is not necessary for the driver to have the name, address and phone number of the insurance carrier on a special trip.
4. _____ On an overnight trip, it is an excellent idea for the driver(s) to have a room of their own.
5. _____ On out-of-district trips, there should be no more than two-thirds of bus capacity on any one bus with middle and high school students.
6. _____ Usually, the driver plans the special trips routes.
7. _____ It is not necessary for the driver to have a list of the students on the bus since the school district has one.
8. _____ The maximum speed limit on an extra-curricular trip in a Kentucky school bus is five (5) miles per hour under the posted speed limit unless addressed in local board policy.
9. _____ On an extra-curricular trip a Kentucky school bus can tow a trailer behind the bus.
10. _____ On an extra-curricular trip a Kentucky school bus can be fueled while passengers are on board.
11. _____ Students should arrive for the extra-curricular trip thirty (30) minutes prior to departure.
12. _____ On athletic trips, a volunteer coach or volunteer assistant may serve as a chaperone.
13. _____ A school bus driver should not work over fifteen (15) hours in a twenty-four (24) hour period with not over ten of these hours being driving.

14. _____ The trip chaperone pays for all tolls.
15. _____ The length of the activity trip itself does not create additional problems.

INSTRUCTOR'S SIGNATURE: _____ DATE: _____

EXTRA-CURRICULAR TRIPS
TEST
****PLEASE ANSWER TRUE OR FALSE****

KEY

The answer key is only released to KDE endorsed trainers.