

BALTIMORE COUNTY PUBLIC SCHOOLS

Dr. Joe A. Hairston ♦ Superintendent ♦ 6901 Charles Street ♦ Towson, MD ♦ 21204

DIVISION OF BUSINESS SERVICES

J. Robert Haines, Esq.
Deputy Superintendent
410-887-4556

Department of Planning and Support Operations
Michele O. Prumo
Executive Director

Office: 410-887-7821
Fax: 410-560-1691

TO: All Principals

FROM: Linda C. Fitchett, Director
Office of Transportation

DATE: September 18, 2009

RE: Guidelines for Office of Transportation Field Trips 2009-2010

PART I - AVAILABILITY OF BOARD OF EDUCATION OWNED SCHOOL BUSES

Baltimore County Public Schools' buses should be used for field trips, which include sports trips and activity trips, throughout Baltimore County, Baltimore City, and other nearby points when such trips can be made between the hours of 9:30 a.m. and 1:45 p.m. on school days, or as agreed upon for after school and weekends.

As a result of the heavy demand for buses, occasionally it is necessary for buses to begin and end from two different terminal locations. This factor, affecting the individual trip costs, is reiterated below in PART II, by the term "portal to portal."

The 1:45 p.m. return to school time is absolutely essential to ensure that there will be no interruption in the regular afternoon operation. It is of the utmost importance that bus drivers receive full cooperation from the teacher(s) in charge. Please emphasize this with your faculty.

PART II – PROCEDURES FOR USE OF BOARD OF EDUCATION BUSES FOR FIELD TRIPS

- A. To request a field trip, complete the Request for Field Trip Form and email or fax it to the appropriate dispatcher as listed on the form. The form is available on the Office of Transportation Web site: www.bcps.org/offices/transportation/publications. Requests should be made at least two (2) weeks prior to the date of the trip.
- B. Depending upon the availability of buses, the dispatcher will accept the request and provide a written confirmation and estimate to the contact person as listed on the form.
- C. Receipt of field trip approval and estimate will confirm that the trip has been scheduled.
- D. Upon completion of the trip, the teacher and the driver shall agree to the recorded time and mileage. All trips will be billed to the school account number, unless the individual requesting the trip provides a different number, such as a grant number, to be billed.

E. Listed below are the 2009-2010 Field Trip Rates per bus:

- \$ 2.48 **per mile** portal to portal (bus facility to bus facility)
- \$ 21.44 **per hour** portal to portal (bus facility to bus facility)

G. OTHER PERTINENT TRIP INFORMATION:

1. NO STANDEES are to be allowed on the bus on field trips.
2. Regular transportation rules concerning pupil behavior on the bus will be in effect and should be enforced by the teacher-in-charge during all field trips.
3. In case of an accident or a breakdown, the Office of Transportation and the school shall be notified promptly.
4. In the event the trip is canceled, the school shall notify the dispatcher no later than 8:00 a.m. on the date of the trip to avoid the service charge. The Office of Transportation staff will make every effort to nullify the trip by contacting the driver in advance. However, if this is not possible, it will be necessary to assess a minimum service charge of one hour.
5. Toll facility fees will be handled by the bus driver.
6. PARKING FEES ARE THE RESPONSIBILITY OF THE SCHOOL.

PART III - APPROVED CONTRACTORS

Only companies on the list of Approved Contractors are to be used. All commercial carriers must submit up-to-date qualifying data to appear on the Approved Contractors list. As additional companies are approved, the list will be revised and available on the Office of Transportation Web site: www.bcps.org/offices/transportation/publications.

Even with our screening process, the final decision concerning the use of a particular bus or driver lies with the school personnel. If a bus appears with unmistakable defects, such as badly worn tires, defective exhaust system or extensive metal damage, it obviously should not be used. If the driver appears overly fatigued or otherwise impaired, that driver should not be used. When in doubt, ask questions of the driver, the company, and the Office of Transportation.

If you have used companies in the past that you were satisfied with and they do not appear on the approved list, please contact the Office of Transportation to inquire about them. There may be a reason why they were omitted or they may have been overlooked. We are interested in providing you with the most complete list possible.