

FIELD TRIP TRANSPORTATION

A. Yellow Bus Service

1. Please contact Liz Nunez at 718-557-2590, ext. 3235 for the first day a yellow bus may be scheduled this school year.
2. In order to reserve a yellow bus for a field trip, you must indicate so in Item 6 on the Trip Plan form. You must also indicate the exact destination address in Item 2, as well as, whether or not you are requesting a round trip in Items 7 and 8. Once your bus is reserved the confirmation will be faxed to you along with your approved Trip Plan.
3. Trip locations must be within the five boroughs of New York City.
4. Trips must leave the school after 9:30 a.m. and buses must return to the school by 1:30 p.m.
5. Trips requiring more than five (5) vehicles may not be scheduled on Fridays due to limited vehicle availability.
6. Sites are responsible for fees associated with tolls and parking.
7. Sites are responsible for confirming all approved trips with the bus company dispatcher two days before the scheduled trip.

Please Note: OPT will not provide round-trip yellow bus service for activities likely to delay return to school past 1:30 p.m. (including sporting events, Madison Square Garden, the Circus, the Statue of Liberty/Ellis Island, Radio City Music Hall, World Marina, Marco Polo/Spirit Cruises, Staten Island Ferry and Circle Line Tours). Sites may choose one-way OPT yellow bus service with other arrangements for the return trip.

B. Certificates for Free Transportation

1. Certificates for Free Transportation can be used from 9:30 a.m. until 4:30 p.m. for a round trip on any subway (not for use on buses). The Certificate must be completed and signed by an assistant principal before being presented to the subway token booth clerk. One Certificate can be used for up to 40 students and 4 adults. There must be a minimum of 5 students traveling in order to use this Certificate.
2. A Certificate for Free Transportation can be obtained by contacting the secretary at each borough hub. You must also indicate your request in **Item 10** on the Trip Plan form.

C. Charter Bus - Lorraine Santino, P2G Secretary

The teacher is to call a DOE Contracted Charter Bus Company and Reserve the bus. Once the bus is reserved, the teacher is to instruct the bus company to fax the completed **Reservation/Quote Form** to P2G secretary Lorraine Santino at (718) 557-2599. Upon receiving, a Purchase Order will be generated and a copy of the PO will be mailed to the teacher. The teacher is to fax (718-557-2599) to Lorraine Santino the **Roster of Students & Chaperones form** with a copy of the **Approved Trip Plan Form**.

FIELD TRIP PROCEDURES

As per the Chancellor's Regulations, all school-sanctioned trips must be educational in nature and relevant to the school's curriculum. Absolutely no recreational trips will be approved. The Borough Principal must approve all trips in advance. In order to allow sufficient time for these approvals, please follow the guidelines below:

Field Trip Requests

1. Teachers must complete a Trip Plan form for each trip. (See Trip Plan form attached) Be sure to fill out all item numbers on the form. Any form that is missing information will be denied.
2. Submit the form to your assistant principal for approval.
3. Once approved by the assistant principal, you must fax the Trip Plan to Liz Nunez at the Administrative Office at 718-557-2588 or 718-557-2599 **at least three (3) weeks prior** to the scheduled trip date, along with a **detailed lesson plan** and one copy of the **completed Parent Notification/Consent** form **listing all planned trip activities. Out of state trip requests must be submitted to the administrative office 4 weeks prior to scheduled trip date.** (See Parent Notification/Consent form attached)
4. Parent Notification/Consent forms must be sent to the student's home well in advance of a trip. Every student under 21 years of age must present a signed consent form. Students who are 18 years of age or older can sign the consent form themselves. One copy of this form must be kept on file at the site, and another must be taken on the trip for emergency contact purposes. A new parental consent form must be completed for each student every time a trip is planned. ***Under no circumstances can a student who has not turned in a signed consent form be allowed to go on a trip.***
5. Students are to be accompanied to and from all trips by DOE staff members.
6. Trips sponsored after school hours or on weekends must also be accompanied by signed parental consent forms and follow the procedures outlined above. Students may travel to and from the trip destination unaccompanied **ONLY** if it is clearly stated on the parental consent form.
7. Trips planned during school hours by community based agencies must adhere to the aforementioned guidelines. Teachers will not be permitted to participate in agency sponsored trips that do not follow Department of Education Regulations.
8. If the trip requires a fee (example: student admission or food), either the assistant principal can use his/her P-Card or you can contact Lorraine Santino at the Administrative Office at 718-557-2590 ext. 3166 to support your trip & to assure you that funding is available. You will need to fax the **Vendor's Reservation Form**, a **Roster of Students & Chaperones form** and a copy of the **Approved Trip Plan Form** to P2G secretary Lorraine Santino at (718) 557-2599. A Purchase Order will then be generated and copy of the PO will be mailed to the teacher.