

# Teacher Field Trip Manual for all Calcasieu Parish Teachers

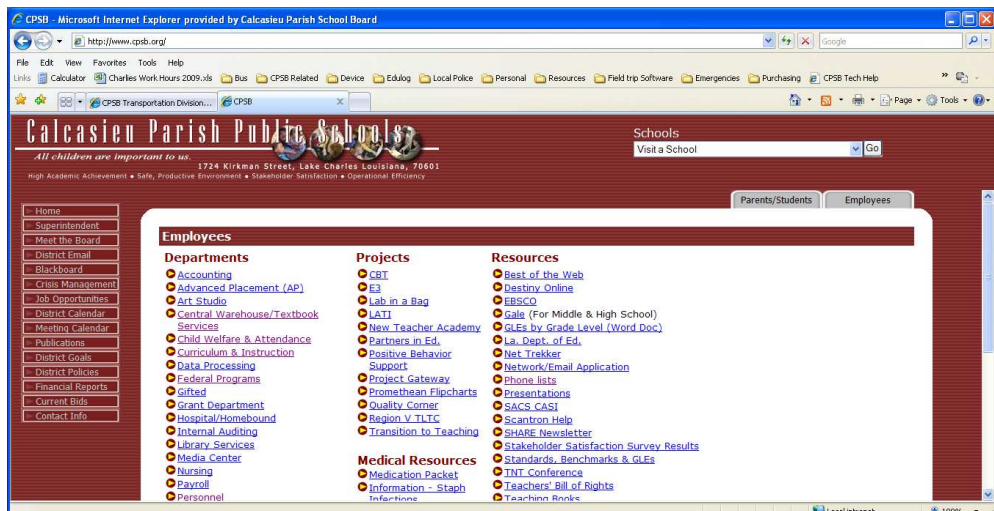


Updated Wednesday, April 08, 2009 at 3:35:26 PM

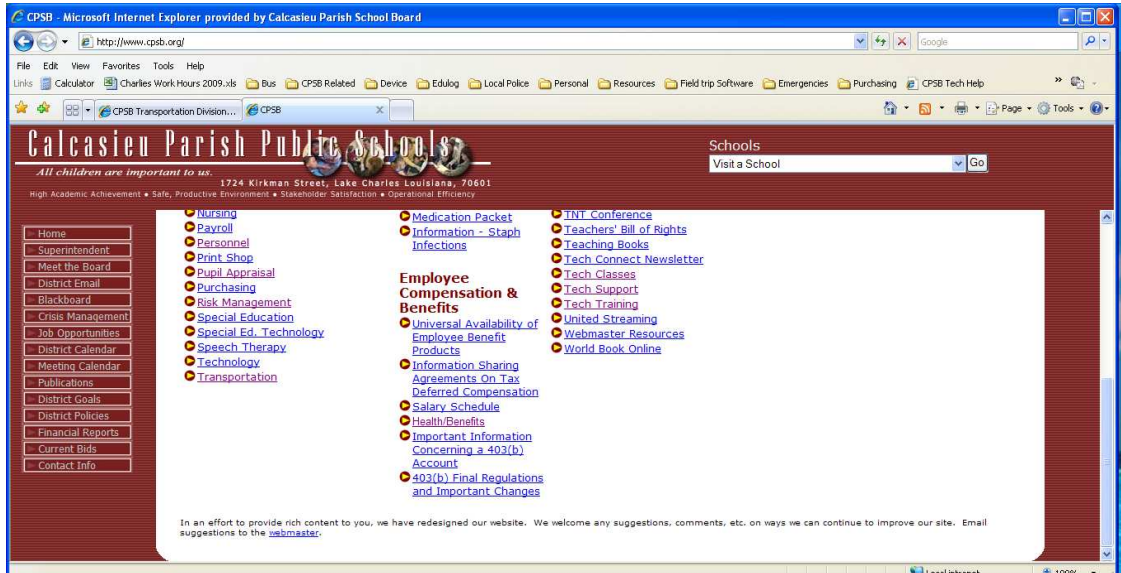
Please be aware that **ALL** requests for field trips in Calcasieu Parish will now be handled electronically.

**To access the field trip request form you must:**

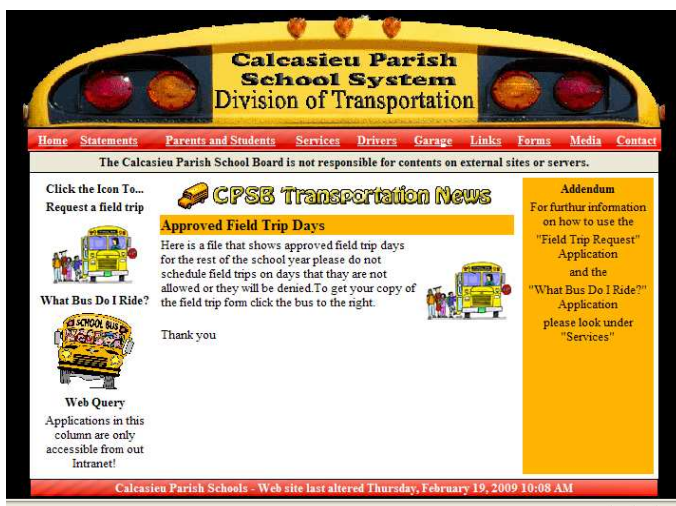
1. Be a valid Calcasieu Parish Teacher and be teaching at the school you are assigned. Some teachers work at one school and sponsor cheerleading or another sport or club at another school. You can only request a field trip at the school you are assigned! If you also work at another school you will need to get someone from the other school to input the request for you.
2. Have a valid Calcasieu Parish School System email address.
3. Log on to a Calcasieu Parish School System computer at a Calcasieu Parish School System location using your user name and password.
4. Open Internet Explorer and you should automatically be on the CPSS Home Page. If not, please type in [www.cpsb.org](http://www.cpsb.org) on the address bar and click enter. Click on the “**Employee**” tab next to the “**Parents/Students**” tab on the box in the right middle of the screen.



5. Scroll down to the Transportation website at the bottom left of the screen and click on **“Transportation”**.



6. When the Transportation Home Page appears, move your mouse to Left side of the screen to the first bus picture under **“Click the Icon to... Request a field trip”**.



When you click on this picture under  
“Click below to enter the  
Field Trip Application”.



You may be asked to log in. Please log in using your email log on and password. Once entered it should let you in the program.

5. Make sure your name is in the upper right hand corner. If it is there, you can proceed. If it is not there, email [charles.sellers@cpsb.org](mailto:charles.sellers@cpsb.org) for further assistance.



6. Click on the “**Start A New Request**” button and fill in the information requested. You will be able to add information on the next page. Input all requested data. Notice that the time and date that you are entering the request has already been entered as well as the school, school address, city, state and zip code.





## Field Trip Request

**ADD REQUEST**

Requested Date Time: 7/1/2008 8:27 AM

School: Transportation

Address: 3310 Broad Street

City: Lake Charles

State: LA

ZIP: 70601

Sponser: sellers, charles

Contact Person:

Telephone Number:

Trip Purpose:

Trip Date Begin: (example 1/1/2008 12:00 PM)

Trip Date End: (example 1/1/2008 12:00 PM)

Destination:

Notice the examples of how the date and time of the beginning and end of the field trip are recorded. It is extremely important to include the date and time as shown even if the little calendar icon on your computer does not work. It may not function on all computers in the network. You may try updating the Java program on the computer which you are using.



8. Continue entering data. Please remember we must have the physical addresses. A post office box is not a legitimate address for our needs.

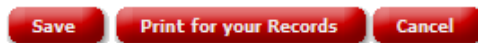
<b>Destination Address</b>	<input type="text"/>	
<b>Destination City</b>	<input type="text"/>	
<b>Destination State</b>	<b>** Please Select **</b> ▼	<div style="border: 1px solid black; padding: 5px;"> <p>You can only choose Louisiana or Texas. It is understood East Texas only.</p> </div>
<b>Destination ZIP</b>	<input type="text"/>	
<b>Est Total Mileage</b>	<input type="text"/>	
<b>Trip Type</b>	<b>** Please Select **</b> ▼	<div style="border: 1px solid black; padding: 5px;"> <p><a href="#">Trip Types explained</a></p> <p>Click the above link to see the three different types of trips. Then choose your</p> </div>
<b>Activity Bus</b>	<input type="checkbox"/>	
<b>Bus Count</b>	<input type="text"/>	
<b>Route Bus Requested</b>	<input type="text"/>	<div style="border: 1px solid black; padding: 5px;"> <p>The bus type explanation is at bottom of this page.</p> </div>
<b>Spare Bus Requested</b>	<input type="text"/>	
<b>Spare Bus On Reg Route</b>	<input type="checkbox"/>	
<b>Special Need Lift Bus</b>	<input type="checkbox"/>	<div style="border: 1px solid black; padding: 5px;"> <p>This is only used for Special Needs students who require a Lift Bus to attend a field trip.</p> </div>
<b>Notes</b>	<div style="border: 1px solid black; padding: 5px;"> <p>Put any information here that you think will help us approve your field trip. Include your driver's names if already known.</p> </div>	
<b>Numberof Students</b>	<input type="text"/>	<div style="border: 1px solid black; padding: 5px;"> <p>The number of chaperones is approximately a 1:10 ratio. One chaperone to ten students.</p> </div>
<b>Adult Chaperones</b>	<input type="text"/>	

- |                              |                                                                                                                                 |
|------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| Activity Buses               | We only have 16 activity buses so choosing to request an activity bus does not automatically insure that one will be available. |
| Bus Count                    | This is the total number of buses needed.                                                                                       |
| Route Bus Requested          | Route bus is requested if no activity bus is available.                                                                         |
| Spare Bus on a Regular Route | This occurs when route bus is used for a field trip and the spare bus runs the normal route.                                    |

Special Needs Lift Bus

Do you have students with special needs who meet special transportation criteria to have a wheelchair lift provided for loading and unloading students for a field trip?

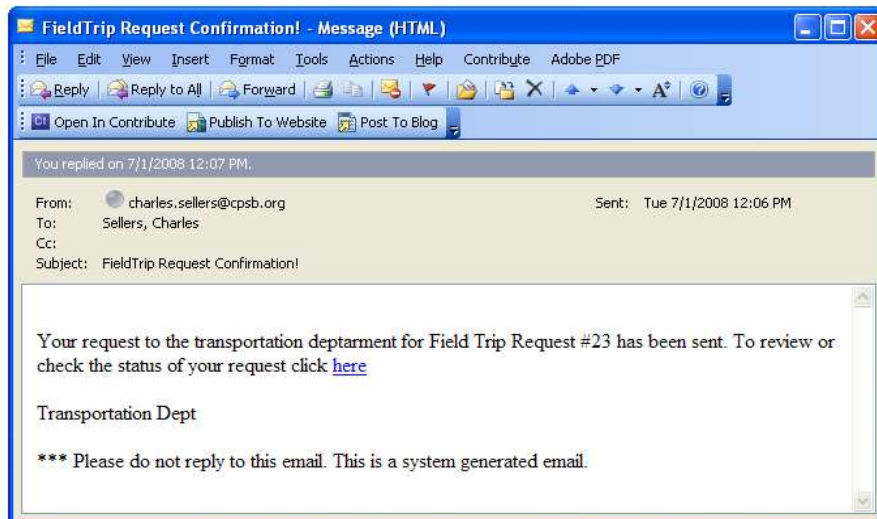
9. Click the save button when you are ready to submit your request. We are trying to have the save button changed to submit. Please print your request before Saving it or it will be gone!



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10. After you click Save or Submit you need to close the application.

11. It may take awhile but you should receive an email notifying you that you have submitted a field trip request.



When you receive this notice,

**“DELETE IT”!**

Yep, I said delete it! Now !

12. Sometime after you have entered your trip request log back into the field trip software just like you did to request your trip.

13. If you need to see all the trips that you have requested please click on the “**HOME**” button. You should be able to view and alter them there. If they do not, please email me immediately at [charles.sellers@cpsb.org](mailto:charles.sellers@cpsb.org). We really need to make changes if you can not view your previous requests.



## Field Trip Request



### Printing your Field Trip Approvals



**To see your approval paperwork please click on the red and white button. The Approval notice will be the first page. The driver information sheet will be the second sheet. The driver information sheet is what the bus driver fills in during the trip so the information can be used later to process his pay.**

**Here is how the field trip software works:**

- A. Once you submit your field trip request it goes to your school principal for approval.
- B. With the principal approval it goes to Transportation so we can determine if we will have a bus available that day to assist you if needed.

Please remember **SCHOOLS**, not Transportation are responsible for contacting drivers for field trips! You can find the latest substitute driver list on our web page at <http://www.cpsb.org/system/transportation/> then go to **“DRIVERS”**. Our lists of drivers is there with the date of the last upload.

- C. If Transportation approves the field trip and it is an athletic or scholastic trip the principal of the school who first approved the trip request is notified that the trip is approved it will also show up in your **“HOME”** section; if it is not an athletic trip it goes to your Administrative Director.
- D. The next action must come from Risk Management who checks all insurance and legal issues.

12. The school principal will be notified if the trip has been approved or denied. If the trip is denied, an explanation of why is included.

13. If the trip is approved, your approval and a printout to give to your bus driver to record information about the trip in order to get paid can be downloaded from the **“HOME”** section of the field trip software. The driver fills in all the information during the field trip and gives the form to the school financial secretary so the financial secretary can generate a supplemental pay form for the driver to get paid.

Bus Driver information Page – for Driver & School System Use Only			
Last Name of Driver _____	First Name of Driver _____	MI _____	
Driver SSN# _____	(should be on file in payroll)		
Bus # _____	Bus Type _____		
Telephone _____			
Request # 2101	Destination	Downtown Aquarium	
Mileage at END of Trip _____	Trip Begin Date: 4/9/2009 6:30:00 AM		
Mileage at START of Trip _____	Time at End of Trip _____		
Total Mileage _____	Time at End of Trip _____		
	Less AM Route Time _____		
	Less PM Route Time _____		
	Total Time _____	Hours _____	Minutes _____
Salary Paid Driver _____	Substitute Bus Driver Needed	Yes _____ No _____	
School Account Charged _____	Substitute Bus Driver Name		
Note(s):	First Name _____		
	Last Name _____		
	Telephone _____		
_____ Signature of Driver		_____ Signature of Substitute Bus Drivers	

**Calcasieu Parish School System**  
**Division of Transportation**  
**FIELD TRIP BUS GUIDELINES**

The following guidelines are applicable to assigning use of the 16 Out of Parish Field Trip Buses to instill equitable usage among the various schools. These buses were purchased to improve our overall fleet usage by reducing fuel costs, eliminating driver inconvenience, disrupting availability of buses that are assigned to individual routes, while improving the comfort of passengers being transported longer distances.

**Primary Purpose:** This fleet is designed to be utilized for safe and comfortable transportation for students going on field trips out of Calcasieu Parish. These sixteen (16) new buses are air conditioned and are intended to improve athletic competitiveness of our district's teams, thus athletic teams will have the first priority in obtaining usage of the buses. If the number of trips exceeds bus availability, the previous policy of drivers arranging for trip buses less than five (5) years old will continue to prevail. As of January, 2007, trips beyond a 50 mile radius of the sponsoring school require a 2004 or later model bus. Trips less than 50 miles may use 1999 models or later.

Associated activity groups such as bands, cheerleaders, dance teams, drill teams, flag corps, ROTC units, etc. may be accommodated with these buses if an adequate number of buses remain after the athletic teams are assigned buses. See Priority of Assignment below.

Principals and sponsors should allow adequate seating space for only a reasonable number of chaperones on each trip, normally one chaperone per 10-12 students. Additional buses should not be reserved for persons outside this number due to liability issues and to maintain cost efficiency in our fleet operations. All additional bus requirements beyond those necessary for athletic teams will be assigned non-air conditioned buses as in the past, unless adequate numbers of air conditioned buses are available.

Buses should not be reserved for peripherals, e.g. instruments, equipment, or similar items. Excess items that do not fit into the undercarriage compartments should be transported by other means such as a truck, trailer or a U-Haul truck as necessary.

**Priority of Assignment:** The available fleet will be assigned to the first athletic teams scheduling their trips on a first come, first served basis. Bus capacity is higher on these buses, e.g. these are 78 passenger buses that should comfortably seat approximately 54

passengers each with two per seat arrangement. Luggage compartments are available for most normal gear and should be utilized to keep excess luggage or equipment out of the passenger compartment for improved bus safety. Bus aisles are to be kept clear at all times in the event emergency evacuation may become necessary.

When the prescribed field trip request form deadline of 10 school days prior to date of need has expired, Transportation will then release remaining buses not committed to athletic teams for associated activity group usage on a first come, first served basis.

Athletic team field trip requests received by Transportation after the 10 school day window will not take precedent over associated activities, except in event of a playoff round competition that prevented the sponsors of the respective athletic team from submitting the field trip request form prior to the 10 day cutoff. Playoff athletic teams will be accommodated by “bumping” the last served trip assignments for non-athletic needs.

After all available air conditioned buses are committed on any given day, Transportation will advise any remaining requesting schools to arrange for the selected trip driver(s) to obtain alternate bus(es) from the parish wide fleet as in past procedure. Trips that are “bumped” for athletic playoffs will be advised as soon as known by Transportation so that alternate buses may be arranged by the drivers.

To provide equitable access to the air conditioned buses by all schools, we may need to rotate assignment priority if demand exceeds the number of buses available. This will be utilized for trip requests received before the 10 day cutoff.

### **Drivers**

Drivers of the new 78 Passenger Field Trip buses must have Air Brake Endorsement on their drivers license. All of our drivers have been offered the necessary training to obtain this endorsement and many have already done so. The school will retain responsibility of contracting drivers for these trips and the driver pay process will remain the same.

### **Checking out/returning buses**

The Out of Parish field trip buses will be kept centrally at the Transportation Department. Drivers should report to Transportation to pick up their key and perform pre-trip inspection before leaving that complex. The bus should be returned after usage promptly in a clean condition and full of fuel. Since the bus may be scheduled for usage the next morning, it is important the bus be returned immediately after the trip is completed. There will be after hours security at 3310 E. Broad Street in Lake Charles for late hour returns.

Schools are requested to prohibit eating or drinking other than water on the buses to avoid excess trash or sticky spills for drivers to have to clean up. Also, student rosters with emergency information must be on each school bus prior to any field trip.

**Fuel Reimbursement**

To be determined.