

Area:	Transportation
Subject:	TR13 – Field Trip Bus Reservations-Transportation for Children
Reference:	1310.23(a)
Policy:	SCOE will adopt a procedure for utilization of the school bus for Head Start field trips
Guidance:	SCOE will utilize the bus for Head Start programs, including direct operated sites and Delegate agencies to provide field trip opportunities with a maximum one way distance limit of 35 miles. Additionally, the bus will be available to transport Direct Operated Head Start and Delegate Agency staff to conferences as applicable.

Procedure:**SCOE Direct Operated Sites**

1. Child Development Supervisors (CDSs) will develop a field trip reservation calendar (September-May) at the beginning of each school year. Field Trips will begin no earlier than 8:30 am end no later than 2 pm.
2. Teaching staff will contact the Office Supervisor via phone or email 7 weeks (or more) prior to the field trip to reserve the bus. The calendar reservations may be updated throughout the year as needed by Child Development Supervisors/Coordinators.
3. The field trip calendar will be maintained and filed with the Office Supervisor at the DeArmond Administration Center.
4. A copy of the field trip calendar will be sent to the Salida Union School District (SUSD)-Salida Transportation Department via email mjohn@salida.k12.ca.us and eluke@salida.k12.ca.us, or via fax (209) 545-3807. As the calendar is updated, the Office Supervisor will send the updated version to the Salida Transportation Department.
5. Each Permit Teacher will complete a Head Start field trip request form (6) six weeks prior to the field trip date and submit it to the CDS.
6. The CDS will obtain signatures for approval on the Head Start Field Trip Request from the Coordinator.
7. The CDS will complete the Salida Union School District Field Trip Request form: Sections 1, 2, & 4.
8. The CDS will submit both Field Trip Request Forms to the Office Supervisor at the DeArmond Administration Center. The Office Supervisor will maintain a field trip binder.
9. The Office Supervisor will call the Salida Transportation Department (209) 545-1355 (4) four weeks prior to the field trip date), to confirm the reservation date and time of the field trip.

10. The Office Supervisor will submit a copy of the Salida Union School District Field Trip Request to the Salida Transportation Department via fax (209) 545-3807, and a copy to the Senior Data Technician at Child Family Services H St Office via hotbox or via route mail # 000.
11. The Office Supervisor will send a reservation confirmation via email to the appropriate CDS/Coordinator.
12. SUSD will submit an invoice with the SUSD Field Trip Request Form that includes Section 5 information to CFS-Data Department via route mail or mail.
13. When a reserved date will not be used, the Permit Teacher will call the Office Supervisor (6) six weeks in advance to cancel the scheduled date.
14. For canceled dates, other sites will have the opportunity to utilize the date with a (4) four week timeline to submit approved documentation to the CDS.

Delegate Agencies

1. The Delegate Agency will check for bus availability via SCOE-CFS homepage: www.stancoe.org/cfs/welcome.htm or call the Office Supervisor.
2. The Delegate Agency will complete the Salida Union School District Field Trip Request Form: Sections 1, 2, & 4.
3. The Delegate Agency will submit the SUSD Field Trip Request Form to the Office Supervisor at the DeArmond Administration Center via Route Mail #732.
4. The Office Supervisor will call the Salida Transportation Department (209) 545-1355 (4) four weeks prior to the field trip date), to confirm the reservation date and time of the field trip.
5. The Office Supervisor will submit a copy of the Salida Union School District Field Trip Request to the Salida Transportation Department via fax (209) 545-3807.
6. The Office Supervisor will send a reservation confirmation via email to the Delegate Agency.
7. When a reserved date will not be used, the staff person who scheduled the field trip will call the Office Supervisor (6) six weeks in advance to cancel the scheduled date.
8. For canceled dates, other sites will have the opportunity to utilize the date with a (4) four week timeline to submit approved documentation to the CDS.

Supervised by: Child Development Coordinator

Performed by: Permit Teacher, EC Permit Teacher, Child Development Supervisor,
Office Supervisor, Delegate Agency Staff, Senior Data Technician

Forms needed: Field Trip Calendar, Head Start Field Trip Request Form, Salida Union
School District Field Trip Request Form

Frequency: Six (6) Weeks Prior to Field Trip