



# DURHAM

## SCHOOL SERVICES

WARREN COUNTY, TN

# FIELD TRIP PROCEDURES

THIS IMPORTANT INFORMATION SHOULD BE  
SHARED WITH ALL PRINCIPALS, ASST.  
PRINCIPALS, TEACHERS, AND BOOKKEEPERS.

# REQUESTS

All Durham School Services Field Trip Request Forms for must be filled out completely.

1. No other form will be accepted.
2. If you wish to have this form e-mailed to your school, please call Durham and ask for Brian Riley or Donhua Cantrell.

Forms must be completely filled out including the following information:

1. School phone number
2. PO# (IF REQUIRED) (For BEECH, put "Bobby Cox" in PO# blank. This is per Donhua.)
3. Electronic Signature Required

Special Equipment: If you are requesting LUGGAGE, CAR SEATS, etc...please specify

Requests need to e-mailed to the following address:

[warrencounty@durhamschoolservices.com](mailto:warrencounty@durhamschoolservices.com)

Requests **SHOULD** be received at least **TEN DAYS** prior to the trip.

1. This time is needed to process each request. Buses and drivers need to be secured. Various forms need to be produced and forwarded to the schools.

There will be **NO** buses available for field trips prior to 7:30 AM and between 2:00 PM and 4:30 PM

(If you would like a bus to pick up before 7:30 AM or between 2:00 PM and 4:30 PM please call and inquiry prior to making your formal request. If we have the buses and drivers we honor your request.)

The bus **MUST** return to school **NO LATER THAN 2:00PM**.

If a bus is returned back to the school after 2:00 PM future trips for your school could be jeopardized.

# CONFIRMATIONS

Confirmations of a trip will be emailed to the school bookkeeper, or the requesting individual, **approximately** one week before the trip.

1. Please make sure the confirmation of trip is passed on to the requesting teacher.

If a confirmation is not received 3 days before the trip, call Durham School Services 931-473-8013 to assure the request was received.

**CANCELLATION OF TRIP(S) MUST BE CALLED INTO THE OFFICE 931-473-8013 AT LEAST 24 HOURS IN ADVANCE-EXCEPT DUE TO WEATHER CONDITIONS OR EMERGENCY CLOSURES ISSUED BY WARREN COUNTY SCHOOLS.**

If a trip is cancelled after the driver arrives at the school, a minimum charge of two hours plus fuel to and from the yard will be charged to the school.

# TRIP ETIQUETTE

If the bus does not arrive on time, please **call DURHAM at 931-473-8013**.

Student behavior should be appropriate for a bus.

- The teacher or chaperones on the bus should handle the control of noise levels and student behavior.
- Driver will let the teacher know what time the students must be loaded on the bus in order to return back to school on time - please cooperate this leave time to make sure bus is back for PM dismissal schedule.
- As previously mentioned, if the bus does not return to the school before 2:00 PM future trips could be jeopardized.
- Before students get off the bus upon the return to school, the teachers should make sure students clean up any trash or garbage that may have been dropped during the trip.
- If you have any problems with the trip, such as arrival time, driver behavior, etc., please call Durham School Services immediately after trip so specifics can be checked and proper action can be taken.

## BUS CAPACITY

Guidelines for ordering the correct number of buses:

1. The actual seating capacity of buses varies.
  - a. Middle School and High School 48-52
  - b. Elementary – K-2 – between 60-72
  - c. Elementary – 3-6 – Between 52-62
2. We cannot guarantee a specific bus size, you can request a transit bus and usually we can accommodate; however, there are days when the requests out number the buses availability or buses breakdown, and we may not be able to accommodate your needs.
3. Remember teachers and chaperones need to be seated at all times, when the bus is in motion. If middle-high school riders, then they can only sit two to a seat.

Buses can not be overcrowded. This is a safety issue and Safety is our **NUMBER ONE CONCERN**.

1. When requesting a trip, give an accurate head count.
2. If more or less students are going than originally planned, call ahead and make sure there will be room on the buses ordered or if you need to cancel a bus.
3. Only Kindergarten up to second grade can safely sit three to a seat.

If you have any questions or concerns please contact our office at 931-473-8013.