

Jarrell ISD

Coach Handbook

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Routing Coordinator


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Entering Field Trips

If you know that you will be the main contact for the year and would like a template made for your activity OR campus.

You **must** submit a field trip to get a bus or suburban. This is how we know that you need a bus or a driver. If there is no field trip submitted, we won't know to be there.

Submitting a field trip you will see “” this is in the top right-hand corner once you log into Tripfinder. You will click on it, and it will open the request form you need to fill out. The first field will be “template” drop down. You will find a template for your activity or campus. You will not be able to save (submit) if you do not have all the required fields filled out. There will be a red asterisk next to all the required fields. Do not save anything as a template.

The departments are Athletics (AT), Career and Technology (CTE), Fine Arts (FA), Field Trips (FT) and Special Programs (SP). If you are unsure of which department to put your trip under, please contact the Routing Coordinator.

The activity field is also a required field. Each activity has its own name, i.e. HS Baseball, MS Band, HS Varsity Football. This will help the business office and yourself if you ever want to see how much each activity is traveling. If any activity is missing, please contact the Routing Coordinator.

In need of multiple vehicles, you will only need one field trip entry and you will just need to put the number of vehicles you need in the vehicle sections. In need of both a bus and suburban, you will need to note that you need a bus and suburban in the notes section of the trip details field.

The contact information needs to be the main contact on the trip. Tripfinder will send an email to that person once the field trip has been updated at all by transportation. This includes approval, decline, cancellation, and completion.

We are also requiring that your departure time is the actual time you need to leave the campus. Same goes for the return, we ask that you put the most accurate

estimated time of return. In the notes area under the departure section, we are requiring that you put the start time of your event.

We are requiring the full address of where your trip is going, not just the city name. We need to know the exact location, i.e. Lago Vista HS, 5185 Lohman Ford Rd, Lago Vista TX.

Equipment field is what kind of vehicle you will need for your trip. You have the options of buses (Gen Ed Bus – 77 passengers or SPED Bus – 10 to 30 passengers) those cost \$3.50/mile, or suburbans (7 to 9 passengers) those cost \$1.50/mile.

Classification field is who is driving, i.e. a coach or a transportation driver. This field will help make sure we assign the correct person to drive the trip. If it is coach driving, this allows us to make sure we just assign a vehicle and not a driver. A coach driver classification will be “Coach/Teacher Driver” and a transportation driver is “Trans Driver” classification. Transportation drivers cost \$30/hour.

In the notes section under Trip Details, you will need to put who will be driving if you have selected the “Coach/Teacher Driver”. This ensures that transportation knows who is driving and that we have all the correct documentation before the trip takes place.

If you have selected the “Trans Driver” classification, the notes section under trip details is where you can put where you want the driver to pick you up and any other information for your trip.

When you are putting in the “Invoice Information” you are to select “Athletics” if you are entering an athletic trip with an athletic PO. Or you select “PO Needed” for all other trips.

Purchase Orders numbers are needed before the trip can be entered. If you have already put in a requisition and are waiting on the purchase order number, please put in your requisition number so that I know that you are waiting on a purchase order number.

Invoices will be sent to the administrative assistant the day after the trip has been completed to notify you that the invoice is payable.

Operation and Safety Reminders

When operating a school bus for a field trip, your headlights must always be turned on. This is a safety precaution to help other drivers see you on the road.

We also ask that every time you pick up a vehicle you do a pre-trip on the vehicle to make sure nothing is damaged, and the vehicle is clean before you leave on your trip. This just means for each vehicle turn on the vehicle and lights and do a complete walk around the vehicle.

Please make sure you remind students that if you are on a bus that is equipped with seatbelts, students are required to wear them by law. We understand that most students will not wear them. It is your responsibility to make sure before you move the bus that all students have their seatbelts on.

If the vehicle is returned and transportation finds that there is damage and that it is left dirty there will be a \$50.00 cleaning fee added to the invoice of the trip. This also goes for if the vehicle is returned with less than $\frac{1}{2}$ a tank of fuel, there will be a \$50.00 fueling fee added to the invoice of the trip.

We understand that some of these trips arrive back at late hours of the evening, if you are unable to fuel your vehicle, we ask that you send an email to the Routing Coordinator to make sure we know and will not charge you. If this becomes a regular habit, we will most likely charge you due to a repeat offender.

Driver's Responsibilities

The driver is responsible for maintaining the safe operation of the bus and projecting a good image of the Jarrell ISD Transportation Department. This includes but is not limited to dressing appropriately and being courteous. Not using tobacco products. Not using a radio, CD player, or cell phone while driving.

We ask that you accurately track the starting and ending mileage. The mileage is the way we track the mileage that is used for each trip. We also charge per mile. If you do not accurately, we will use Google maps to get the miles traveled.

It is also the driver's responsibility to make sure they keep their CDL, DOT physical and Bus certification up to date. Jarrell ISD Transportation will also make sure everything is up to date.

Upon returning from the field trip, the driver is responsible for ensuring the bus is clean and in its correct bus spot and that they have completed all necessary paperwork. The driver is also responsible for returning the paperwork to the field trip return box.

Tobacco Policy

JISD's "Tobacco Free Policy" prohibits the use of tobacco in ANY form (including e-cigarettes), in or on any District property or any location being used for a District function. The policy includes, but is not limited to, all buildings, vehicles, property (outdoor or indoor), and all staff, students, parents, visitors, and patrons. The use of any type of tobacco products by a sponsor, coach, driver, or anyone else is prohibited while on the bus, on any campus or at any school activity as described in School Board Policy (GKA-Legal, Education Code 38.006)

Accidents

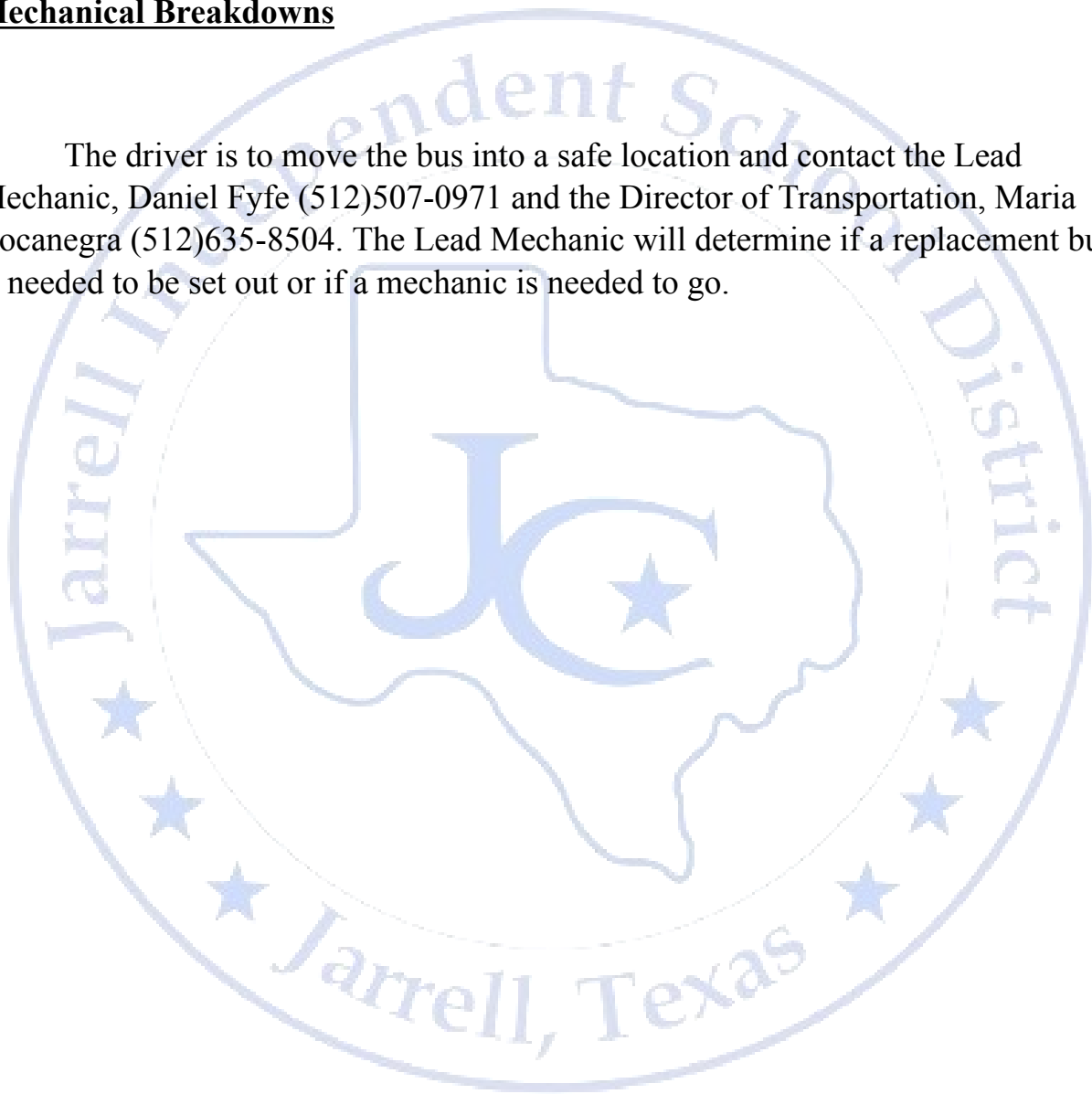
In the event of an accident, no matter the cause or extent of the damage, the driver is to find a safe location to pull the bus over and contact the transportation director, Maria Bocanegra. They are to make sure they provide the location of the bus and the nature of the accident. The driver will need to determine if it is safe to keep the students on the bus or if they should be evacuated.

Upon notifying the director of transportation, she will then make the necessary notifications and determine if it is necessary to bring another vehicle or how to proceed from there.

The contact information for everyone to contact in order of notification, Director of Transportation, Maria Bocanegra (512)635-8504, Lead Mechanic, Daniel Fyfe (512)507-0971.

Mechanical Breakdowns

The driver is to move the bus into a safe location and contact the Lead Mechanic, Daniel Fyfe (512)507-0971 and the Director of Transportation, Maria Bocanegra (512)635-8504. The Lead Mechanic will determine if a replacement bus is needed to be set out or if a mechanic is needed to go.



Field Trip Agreement Form

By signing below, I acknowledge that I agree to the items listed in the Field Trip Coach Handbook. I also agree that I will follow the procedures and if I have any questions, I will contact the Routing Coordinator.

Campus

Sports

Print Name

Date

Signature