

GREAT NECK PUBLIC SCHOOLS

TEACHER-IN-CHARGE'S POST-TRIP TRANSPORTATION REPORT

It is important that the information requested on this report be completed at the conclusion of the trip. With your assistance, the school district will have supporting information necessary to evaluate costs, bus conditions, safety standards and regulations that apply to the performance of the Bus Company.

Please refer to the reverse side of this form for pertinent safety items to consider when making your evaluation and submit this report to the Principal upon your return.

Date of Trip _____ Destination(s) _____

Name of Bus Company _____ Bus Number _____

Bus driver's name _____

Scheduled departure time _____ Actual departure time _____

Scheduled pick up time _____ Actual pick up time _____

Scheduled return time to school _____ Actual return time to school _____

A comment on variations in times (late arrivals, traffic, delays, etc.) _____

Other comments if pertinent to trip _____

Were Students given a brief review of bus evacuation procedures at the start of the trip?

YES _____ NO _____

Signature of Teacher-In-Charge School Date

I have reviewed this form and forwarded a copy to the Transportation Office.

Reviewed by: _____

Signature of Principal

Date

(The signing of this report in no way makes the signer liable for any legal action resulting from the trip.)

See reverse for safety items

Additional Safety Items Considered When Preparing This Report:

1. The driver must fasten his/her seat belt while driving the bus.
2. The driver may not smoke, eat, or drink any liquid while driving.
3. The driver should be familiar or informed of the route or possess a map and detailed instructions to the destination(s).
4. If the bus is not functioning properly, or is unsafe because of poor brakes, strange noise, poor engine performance, a bad tire, etc., you should direct the driver to stop the bus at a safe place and demand that the driver call the dispatcher for a replacement bus.
5. The driver must make a full stop before proceeding at a railroad crossing unless a police officer, traffic control signal or sign directs traffic to proceed.
6. If the driver is performing in an unsafe manner you are obligated to alert the driver. Inform him/her that your field trip report to the district transportation department must note unsafe driving skills.

Great Neck Public Schools

Adopted: 6/7/04

Amended: 11/19/12