

Transportation



Frequently Asked Questions

How do you distinguish an extracurricular field trip from a curricular/co-curricular field trip?

A curricular/co-curricular field trip constitutes/extends classroom instruction and participation is by the entire class or a significant portion thereof. Extracurricular activities are school-sponsored activities that may only have an indirect relation to some areas of the curriculum.

Who do I contact if I have questions regarding eligibility for a student to participate on a field trip?

Ultimately, the campus principal confirms a student's eligibility based on UIL and district guidelines. In some instances, the principal has appointed a delegate to act on routine situations on their behalf (often this is the Associate Principal at the high school level and Assistant Principal at other levels).

Who do I contact if I have questions regarding any limits to the number or types of field trips I can take?

Ultimately, the campus principal approves field trips based on district guidelines. In some instances, the principal has appointed a delegate to act on routine situations on their behalf (often this is the Associate Principal at the high school level and Assistant Principal at other levels). In the areas of secondary Fine Arts and CTE, the district admin in those areas are another resource, especially if the question is related to funding limits.

How do I plan appropriately for my elementary field trips?

Elementary field trips are not allowed on High school Early Release days. It is recommended that the number of multiple field trip buses requested for travel on a school day in between route time at destinations out of district be kept to a minimum. It's best to schedule field trips by grade to ensure safety, expedite student loading/unloading, and a prompt return before afternoon route time. This allows elementary students maximum time to experience their field trip destination.

Why must field trips generally be scheduled to operate at times that do not conflict with regular route service?

Transportation drivers are not available for field trips during route times which are 6:00 a.m. – 9:00 a.m. and 2:00 p.m. – 5:00 p.m. Transportation's first priority must remain transporting students to and from school. If your trip is during route times, it will be necessary for you to arrange for an authorized staff member from your campus or a neighboring campus to drive the trip. A transportation driver may be available to pick up from the destination, with an authorized staff member dropping them off.

How soon do I need to fill out the paperwork for my field trip?

The field trip must be requested using the on-line system at least 14 days in advance. For overnight and out-of-state field trips, allow at least 4 weeks for approval time.

May regular education students ride a special needs bus?

Yes, if the number in your group is small, you may be able to accommodate all students on the special needs bus. Additionally, you may also accommodate an overflow of regular education students to the special needs bus.

May special education students ride a regular education bus?

Yes, UNLESS the student has an IEP or 504 document on file that includes a requirement of special needs transportation services to and from school, then such student(s) must be transported on a special needs bus during field trips. **Exception:** Transportation may elect to utilize full size buses to transport special needs students for large in-district field trip events provided there are no behavioral concerns and equipment needs and attendant requirements can be met.

I only have a few students. Do I have to take a full size bus?

- A. Full size bus for regular education field trips.
- B. Special Needs Buses are provided for Special Needs field trips.
- C. District or rental vehicles are available.
- D. All of these vehicles can be driven by an approved sponsor (a district employee who is approved through the Transportation Department by annual motor vehicle record check).
- E. The determining factor for total number of occupants a car, van, or SUV may hold is based on the number of available seat belts to the occupants. Seat belts must be available to and used by all occupants. Cars can generally accommodate 4 students plus the driver. (NOTE: Elementary students may not be allowed to ride in the front seat.) Rental vans and SUVs can generally accommodate 7 students plus the driver.

All drivers transporting students are required to have an annual MVR check and must be a district employee.

May I request a driver that has driven for us before?

The transportation department is unable to honor requests for a specific transportation department driver due to current guidelines and practices in the assignment of field trips. You may request someone from your school, such as a coach who has been trained, licensed, and certified to drive the trip for you. Upon their acceptance to drive the trip for you, insert their name in the “non-transportation driver” field on-line.

Can a non-district employee parent drive a vehicle on a field trip and transport students?

A parent may not transport students on a field trip under any circumstances. The insurance for our district will not assume this liability.

Who is responsible for getting the sponsor a substitute on the day of the field trip?

The sponsor is responsible. A *School Sponsored Activities* form must be approved by an administrator who then forwards to the person in charge of substitutes for school-sponsored activities.

How do I get approved to drive CFISD vans/cars or Rental vehicles?

Complete the [Driver's License Record Check](#) form and e-mail it to transportation@cfisd.net at least 2 weeks prior to the field trip.

How do I request a charter bus?

Campuses are responsible for securing their own charter bus service.

You are required to submit a field trip request for the Charter Bus activity trip through Easy Bus. This process is necessary to ensure all proper approvals have been secured.

Please visit <https://inside.cfisd.net/departments/procurementservices> to review the approved charter bus vendors that currently meet all CFISD bid requirements (i.e., insurance coverage, driver training and certification) and are the only vendors under contract with CFISD. Using a vendor other than these approved providers will place unnecessary liability on the sponsor and the campus principal.

How do I rent a truck with a lift?

Fill out a request using the on-line system. Select “Rental truck w/lift” from the vehicle type.

A purchase order number must be provided in the “PO #” section.

Confirm your order by e-mailing fieldtrips@cfisd.net at least one week in advance of your trip.

What are the dimensions of a Rental Truck?

24’ ~ H-90” W-90” L-24’

16’ ~ H-84” W-90” L-16’

How may I confirm that transportation has received my trip?

Requesters can log into the on-line system at any time to check the progress of their field trip.

Requesters will receive email confirming approvals and scheduling by transportation.

My trip has changed. How do I make changes?

- Changes can be made on-line to trips not in a “scheduled” status.
- Once online trip reflects a “scheduled” status, please e-mail the changes to fieldtrips@cfisd.net. Please include your school, date of trip, group being transported, and the trip ID number from the on-line system. Changes are not visible to the sponsor once the trip is in “scheduled” status.
- Less than 24 hours prior to your field trip, you may call 713-MY-CFBUS (713-692-3287).
- Office hours are 6:00 am – 6:00 pm, Monday – Friday (except district closed days). For after-hours needs, please contact your driver and/or Cy-Fair Security at 281-897-4337.

How do I know what bus number will be coming to do my trip? Sometimes there are several trips for different groups on the same day.

The driver is responsible for making contact with the trip sponsor. You may receive an email from your center Dispatch if you have multiple buses on your trip. Please return the driver’s call, text, or e-mail if he/she has left you a message. E-mail fieldtrips@cfisd.net if you have not heard from transportation within 24 hours of your trip’s leave time.

What do you do if a student violates school policy on a one-day field trip?

If the situation does not put other students at a safety risk, wait until you return to campus and write up a discipline referral. Call a parent during or after the field trip to give them accurate information.

What do you do if a student violates school policy on an overnight field trip?

Again, depending on the level of the offense, check with an administrator and make a decision. If the issue relates to drugs, alcohol, or violating curfew by being in a room with a member of the opposite sex, parents should be contacted and asked to either make arrangements to pick up their students or make arrangements for them to come home. Disciplinary consequences will be determined by the assistant principal and the sponsor after the trip is completed.

What should a sponsor do if a child becomes ill on an overnight trip and needs to take a non-prescription medicine?

A sponsor may call a parent and ask for verbal permission to administer aspirin, etc. The sponsor should then ask the parent to fax written permission to the hotel to protect the liability of the sponsor.

Who do I contact if my question has not been answered?

If your question is regarding the eligibility of a field trip or student participation, please contact your principal or approver.

For transportation questions, you may e-mail fieldtrips@cfisd.net

How do I create my account to request a field trip?

1. Create your Field Trip Request Account. Go to

https://www.fieldtriprequest.com/CreateUser?org=TX_Cypress_Fairbanks

2. Log In

You may now log into www.fieldtriprequest.com by using your full email address as your username and the password provided to you via email.

If you wish to change your password later, you may do so by clicking **Settings**, then **Change Password**. Fill in the fields provided.

3. Select Trip Types

The first time you log in, you will be asked to select which types of trips you request.

NOTE: Only select the types of trips you are authorized to request. Selecting unauthorized **Trip Types** may lead to unnecessary extra steps in the request process, denial of requests, and possible delay of pending trip requests. If you have any questions as to the **Trip Types** you should select, contact the Field Trip Office @ fieldtrips@cfisd.net.