

# FIELD TRIP QUESTIONNAIRE FOR SPONSORS

Please complete this questionnaire and return to the transportation department through the campus mail at your earliest convenience.

**Date of Trip** \_\_\_\_\_ **School/Group** \_\_\_\_\_

**Sponsor's Name** \_\_\_\_\_

**Driver's Name** \_\_\_\_\_

Please circle answer:

- |  |     |    |
|--|-----|----|
| 1. Was your bus on time?                             | Yes | No |
| 2. If "no" how many minutes late was the bus? _____  |     |    |
| 3. Was the bus clean when it arrived?                | Yes | No |
| 4. Was the driver dressed appropriately?             | Yes | No |
| 5. Was the driver knowledgeable of trip destination? | Yes | No |
| 6. Did your bus stay with your group?                | Yes | No |
| 7. If "no" did driver explain?                       | Yes | No |

PLEASE GRADE US ON THE FOLLOWING ITEM USING THE SCALE:

E=Excellent G=Good S=Satisfactory F=Fair P=Poor

APPEARANCE OF THE BUS	E	G	S	F	P
APPEARANCE OF THE DRIVER	E	G	S	F	P
DRIVER PUNCTUALITY	E	G	S	F	P
DRIVER PROFESSIONALISM	E	G	S	F	P
DRIVER KNOWLEDGE AND SKILL	E	G	S	F	P
OFFICE PERSONNEL RESPONSE (Polite, helpful, courteous, professional)	E	G	S	F	P
OVERALL QUALITY OF SERVICE	E	G	S	F	P

**Additional Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# *Tyler Independent School District*

*P.O. Box 2035*

*Tyler, Texas 75710*

*Transportation Department*

*903/262-1135*

## **FIELD TRIP GUIDELINES FOR SPONSORS**

### **DEAR SPONSOR:**

It is our goal to provide you with safe, efficient, and punctual transportation for your extra-curricular trip. We have provided you with well trained, professional drivers equipped with safe, well maintained buses. The guidelines listed below will help ensure that you have a safe trip.

- All lunches, boxes, coolers, luggage and other equipment must be stored in or under seats. The aisle and emergency doors must be left clear for safety in case of emergencies. No items should be hung in windows that will block the drivers view.
- On multiple bus trips, buses should stay together in convoy, and will stay in touch via the 2 way radios.
- Children should remain seated at all times when the bus is in motion. The driver is responsible for the safety of all passengers and will not drive with persons standing or moving around on the bus.
- Excessive noise will distract the driver, and may not allow the driver to be aware of hazardous driving situations. Please work with the driver to keep student noise to an acceptable level. Student radios or “boom-boxes” should not be played during the trip. Students should not have out pens, pencils, or other sharp objects on the bus.
- **All meals should be eaten off the bus.** If snacks, or drinks are allowed on the bus, or if trash is left on the bus by the group, an additional cleaning charge will result. All trash should be removed by the group after the trip.
- Equipment may be loaded through the rear door or emergency exit, but for their safety, **students should load and unload** only through the passenger door. Students are not allowed to operate the rear door unless an adult is present.
- **School buses have a maximum speed limit of 60 MPH. Please do not ask the driver to break the law by requesting him/her to drive faster than the speed limit.**

Following these few simple guidelines will help ensure a safe, comfortable trip for your group. On the back of this sheet is a short survey to let us monitor the service we are providing you. Please take a few minutes to complete this survey to help us provide exceptional service to you, our valued customers.

Have a good trip, and thanks for your help.

**John Bagert**  
**Director of Transportation**