

M.S.A.D. #49 Transportation Department

267 Main Street
Fairfield ME 04937
207-453-4230

Field Trips & Bus Requests

- Call the transportation department to see if the date you chose to bring students on a trip is available. If it is, we will “pencil you in” to ensure that you are guaranteed a bus and driver weather permitting.
- Once a date is confirmed you will need to fill out two forms: a “Request for Transportation”, for all field trips, and “Field Trip Request”, (only used for trips other than curriculum based trips). Your school secretary will let you know where you can find the forms. Both request forms will be available on the district web site very shortly.
- Both forms need to be turned into your building administrator for approval.
- The forms will then be sent by your school secretary to the Superintendent’s Office where Dr. Baker will determine approval. He will then send the forms to the Transportation Department for scheduling.
- As soon as we receive your approved requests, we will send you an email letting you know the status of your field trip. **We will not schedule a bus for your field trip unless we have all required forms approved by your building administrator and the Superintendent of Schools the week prior to your trip.**
- If for some reason you need to cancel your field trip, please call our office as soon as possible. Keep in mind that if we cancel too late and a driver is already out on the road, we will still have to pay them.
- Office hours for the Transportation Department are 5:00 a.m. through 5:00 p.m.
- If you can schedule a field trip required by curriculum during the fall, winter, or early spring, rather than waiting until the end of the school year, please do so as the end of the school year is very hard to schedule. Everyone wants to be outside in the nice sunny weather! We have a limited amount of buses and drivers available each day.
- If you are approved to take a field trip not in the budget, our department charges .85 per mile for the school bus and \$20 per hour for the bus driver.
- There is no eating or drinking beverages on the school bus.
- If you are on a field trip or being bussed to an athletic event please keep in mind that the bus driver is in charge of the bus. However, the teacher in charge, it is also up to you to keep control of your students on the bus and also follow the rules that our students must follow.

If you have any questions please call Lisa or myself at 453-4230. I hope that the next school year goes very smoothly!

Sincerely,

Cheryl Nadeau-Brackett
Director of Transportation