

Field trip guidelines for the school year 2022/2023

Jackson Public Schools Transportation Department

- **Day trip pick up times are 8:30 am, at the earliest, and a return to school by 2:00 pm or pick up after 4:30 pm.** Please make sure to factor in travel time to your location for pickup.
- Trips outside of the 8:30 am-2:00 pm time frame requires special approval, which is dependent on availability of buses and drivers. Availability is impacted by to/from school transportation needs and/or after school athletics and events.
- Please remember that adults generally are considered as 2 passenger spots when it comes to seating.
 - 48/50 with two passengers per seat (recommended count for Grades 6-12).
 - 54/56 with some seats having three passengers per seat (recommended count for Grades 1-5).
 - 60/62 with three passengers on each seat (only recommended for Preschool and Kindergarten students).
- Include in your request any special arrangements needed such as multiple trip locations, location pick up and/or drop off if different than main venue, and if you are attending a timed program.
- All requests and questions should be emailed to or susan.ashley@jpsk12.org.
- THE NEW PHONE NUMBER FOR FIELD TRIPS IS 810-772-0905. PLEASE DISTRIBUTE TO ALL THAT MAY NEED IT.

Revised 1/127/23