PLANNING A CHARTER BUS TRIP GUIDELINES

Trip planner (teacher or administrator) after booking with a Liverpool CSD Approved Charter Company, refer to LIVERPOOL CSD APPROVED CHARTER COACH COMPANIES.

CONTACT: Shelley L. Lamas, PM/FIELD TRIP DISPATCHER at the Transportation Department

   Email: (preferred) slamas@liverpool.k12.ny.us
   Phone: 315-453-0287 x4903
   Fax: 315-453-0282

What Transportation needs to know:

Contact name of person in charge of the trip;
Date of Trip;
Name of Charter Company;
Contact person at Charter Company;
Departure school location and time;

Anticipated arrival of charter bus at the Transportation Center located at 4101 Long Branch Road on the day of the trip; (This should be at least 20 minutes prior to scheduled departure, 30 mins is preferable)

Prior to the arrival of the charter bus at the Transportation Center on the day of the trip, the charter company must forward to Shelley L. Lamas, ONE WEEK PRIOR TO DEPARTURE DATE (No later than 3 business days prior); The driver’s abstract and the MC300e for the bus that will be used. This is to ensure that LIVERPOOL CENTRAL SCHOOL DISTRICT CHARTER COACH TRIP GUIDELINES are met.

~IMPORTANT~

Trip Planner should:

*PRINT and possess on their person at all times, a copy of CHARTER BUS BREAKDOWN/EMERGENCY PROCEDURES

*List of students, with contact information for parents, in case of an emergency so that a School Messenger can be sent.