



# Needham Public Schools

A school and community partnership that  
Creates excited learners ~ Inspires excellence ~ Fosters integrity

Needham Science Center  
Elise Morgan

Needham Science Center  
Transportation Policy Draft  
September 12, 2019

The Needham Science Center will be using a new system to transport students on all field trips. This new system will increase the number of available field trips and will streamline scheduling. Best of all, it mirrors how other field trips are scheduled.

Details:

1. Teachers will contact Science Center Staff to schedule a trip. It is helpful for SC staff to know the number of adults and children on the trip at this time.
  - Trips will be scheduled so that drivers pick up/drop off students between 9:00 am-1:00pm.
2. Teachers will request the bus through the Transportation Department, by filling out a NPS bus charter request form (see attached).
  - The Transportation Department will generally charge teachers the rate for a two-hour bus trip (approximately \$110.00). Anything after 2hrs will be an additional charge.
  - For any Town Forest trips less than two hours, buses will stay at the location in case of inclement weather.
3. Science Center staff will assume the trip is confirmed, unless we hear otherwise from teachers.
  - Science Center limits each program to one class of students per program leader.
  - While we understand that some absences cannot be avoided, we would greatly prefer not to run trips with substitute teachers.
4. The transportation department cancellation policy requires 24 hour advance cancellation to avoid charges- e.g. trips scheduled for Mondays must be cancelled by Friday to avoid charges.

Thank you !

Sincerely,  
Elise K. Morgan  
Director, Needham Science Center



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[http://www.needham.k12.ma.us/departments/curriculum\\_and\\_academics/elementary/science\\_center](http://www.needham.k12.ma.us/departments/curriculum_and_academics/elementary/science_center)

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