



ART BUS PROGRAM GUIDELINES

- Please do not make excessive requests for Art Buses. Because of budget restraints, some restriction may be in place on a school's total number of bus requests.
- Art Bus Order Forms should be submitted at least one month before the event. Requests may be made months in advance.
- If an arts event becomes booked, schools will be selected based on the date their Art Bus Order Form was received (first received, first served).
- More than one teacher can participate in this program. However, all participating classes are required to have pre- and post-lesson activities.
- At least one teacher per 25 students is required. It is suggested paraprofessionals accompany classes on field trips.
- Make sure Field Trip Permission Forms are completed and signed by parents.
- This program in no way replaces teaching artists and their programs in your school.
- **Schools—Please request that your school secretary or bus/field trip facilitator schedule Art Buses to avoid DOUBLE BOOKINGS, confusion, and miscommunication (see new form).**
- Buses seat 43 to 62 students. Students K-3 are expected to sit three to a seat to make a total of 62 per bus.
- Please check your Art Bus Order Forms to confirm all questions are answered. The bus companies require all requested information and cannot process if information is missing.
- A faxed confirmation will be sent to your school secretary or bus/field trip facilitator.
- If your bus is late, please do not call Art Links. Call the bus company directly—they will confirm driver's location—(see faxed confirmation for bus company name). Dedicated Fleet/First Student Charter's phone number is 761-6100, Beverly McCann's cell at Dedicated Fleet/First Student Charter is 256-8973, and Rigg's (Marfre) phone number is 321-3377.

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