

## Class Trips Program

### Booking a Trip

1. First, determine where your class will be traveling. Use Google Maps Trip Planner or TransitLive to determine if that destination can be reached using regular transit routes.
2. Use Google Maps Trip Planner or TransitLive to determine what time and route will be best for your class trip.
3. If the transit times provided will work for your class trip, visit **Regina.ca/Transit** at least two weeks prior to the trip and fill out the application form.
4. Once the application is submitted Transit staff will review. If the trip is approved you will be emailed a letter that you must provide to your bus operator when boarding the bus. If the trip is denied you will be contacted by Transit staff as to why. Response time will be approximately two to three business days.
5. Prior to traveling ensure you are aware of the route(s) you are traveling, the bus stop location(s), arrival and departure time(s) of the buses and any transfers that may be required to your final destination. Also, ensure students are aware of proper bus etiquette.
6. Ensure your class is at the bus stop with time to spare.
7. Upon entering the bus, show the driver your ticket and ensure all students are safely aboard.

## **Class Trips Program - Frequently Asked Questions**

### **What is the Class Trips Program?**

The program offers free service to school groups from the public, private and separate school boards. This includes free service to teachers, chaperones and students (up to 35 total passengers) on conventional transit routes for class trips within city limits. It is offered to all grades in both school boards. The program aims to eliminate the barrier of transportation costs for teachers while increasing ridership for Regina Transit.

### **Who books the trip?**

Teachers are required to submit an application for their field trip online at [Regina.ca/Transit](http://Regina.ca/Transit). Applications for a trip must be submitted at least two weeks prior to the requested date. Applications submitted after this period will not be accepted.

### **How do teachers plan a trip?**

To plan a trip with Regina Transit, teachers are encouraged to use Google Maps Trip Planner or TransitLive. If there are any questions about a trip please contact the RideLine at 3036-777-7433.

### **When can a class travel?**

Classes are permitted to travel at no cost between 9 a.m. and 3 p.m. If a class wishes to gain access to transit service outside of these times, regular fares will apply. Regina Transit reserves the right to deny a trip once it is requested and cannot guarantee that all trips will be approved.

### **Can multiple classes travel at once?**

Only one class will be permitted to travel on a bus at one time. Should multiple classes wish to travel to one destination they will be required to stagger their trips over multiple departure times or make other arrangements.

### **Will the bus wait if a class is late?**

Buses will not wait for classes, it is the teacher's responsibility to ensure the class is at the stop on time. Teachers should be aware that buses can sometimes be running a few minutes late so they are encouraged to arrive to bus stops early and use TransitLive.

### **What happens if the bus is late or a class doesn't get to a destination on time?**

Regina Transit accepts no responsibility if a late trip results in a financial burden or a missed opportunity for students.

### **What if my destination is not on a regular route?**

Regina Transit will not detour off of regular routes to get a class closer to their destination. If the final destination is not on the regular transit route classes will be required to walk from the regular stop to their final destination. If the teacher feels for any reason that the class cannot walk from the stop then it is the responsibility of the teacher to make other arrangements.



**Will everyone get a seat?**

Because classes will be traveling on regular transit routes a seat is not guaranteed. Students should be reminded of the priority seating guidelines and proper transit etiquette before riding.

**What if I have passengers in a mobility device?**

All Regina Transit buses are low floor accessible. Each bus is equipped to carry two mobility devices at once. It cannot be guaranteed these will be available when you travel. You will need to wait for the next bus if this occurs.

**Is it guaranteed that the bus will show up?**

On occasion, unforeseen circumstances can cause a bus to not arrive or stop at specific parts of a route. Though this is unlikely, it can happen due to mechanical failure, major traffic congestion or weather events. We encourage you to use TransitLive in order to track your bus.



## Terms of Use

1. The supervising teacher shall be the primary contact with transit staff.
2. Classes can only gain free access to transit service from 9:00 a.m. to 3:00 p.m. Service outside of these hours will be charged at the regular single ride rate.
3. A printed letter, indicating approval of the Class Trips Program, from Regina Transit will need to be presented upon entry of the bus to and from your destination.
4. The supervising teacher, teacher assistant or parent chaperon(s) will be responsible for supervising students while on the bus and addressing any issues, as required.
5. If an incident takes place and the Transit staff were not satisfied with the level of supervision or response, Regina Transit may suspend a class or school from participating in this program for a time.
6. Teachers must submit the application form online a minimum of two week before the field trip is to occur.
7. Regina Transit will not be responsible for any financial hardship caused by the late or early arrival of a bus.
8. The supervising teacher is responsible for ensuring their class is traveling on the correct routes at the correct times.
9. Classes will use regularly scheduled routes, buses will not wait for late students or classes, as they are required to maintain the schedule of their route.

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