



**King County**

**King County  
Department of Transportation  
Metro Transit Field Trip Program**  
201 Jackson St., MS KSC-TR-0324  
Seattle, WA 98104

### Field Trip Release Form

Please read the following requirements regarding field trips taken on King County Metro Transit and sign below that you have read, understand and accept them:

Your group leader is to complete and submit a Field Trip Request form.

Schools may take any trip regularly scheduled during non-peak times (9 a.m. to 3 p.m., Monday through Friday and all day Saturday and Sunday) as listed in bus schedules

Only one class of 30 or fewer students may travel per bus, as capacity is limited.

All space on King County Metro Transit buses is available on a first-come, first-served basis.

King County Metro cannot reserve or set aside space for groups. When the driver determines a bus is filled to maximum capacity, no additional passengers will be allowed to board. Metro is unable to substitute a large bus for a small one or provide extra buses for large field trip groups.

Students and adults will pay a round trip fare of only \$1.25. Payment for the trip is to be mailed with the Field Trip Request Form. You will be issued a voucher for the group to be placed in the farebox at the time that the fare is due. A voucher will be transferable to another date, for the same trip, only if the trip was canceled due to a bus not showing because of extreme weather or mechanical failure.

When your group leader submits the Field Trip Request form, he or she will send a check or purchase order for the number of students and adults participating in the trip. This is to be received by King County Metro at least three weeks prior to the trip date.

If fewer people travel than is indicated on the voucher, a refund for the difference will not be possible. If more people travel than is reflected by the voucher, the group will pay full fare for the additional riders. The voucher is non-refundable and nontransferable.

There is to be a ratio of one adult for every six children for elementary students and a one adult to ten youths ratio for secondary students. Adults accompanying children and youth are responsible for ensuring appropriate behavior. Adults must also provide adequate supervision in case of emergencies (including but not limited to medical emergencies or lost students) or if the group is separated for any reason.

All children and youth should carry emergency identification and be instructed by group leaders on what to do if they become separated from the group for any reason.

Children and youth should be instructed that buses are “safe zones” for children and they should tell a driver if they are lost or need help. However, drivers cannot take responsibility to make sure that a child or youth get off at a specific stop and drivers may not force a child to stay on a bus.

Be prepared for the possibility that the bus may be fully loaded and it may not be possible to load your whole group on the bus.

If your group has to be split between two buses, ask the bus driver for a transfer with the number of students and the number of adults written on the transfer. This can be used by the group that does not have the voucher so that they may get on another bus. They will have to wait for the next bus or use another route, which serves the same destination.

Remember to plan alternate routes for your trip and have the information with you when you travel. Each group may be able to take a different route to the same destination.

Prior to the trip, classroom time should be scheduled with students to review bus safety, including what to do if they become separated and to remind them not to cross in front of the bus, to wait for the bus to leave and to use streetlights, and crosswalks.

I have read the above material, understand the program’s requirements and our group accepts them.

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group leader signature

date

If you have questions, please contact Patricia Banks, King County Metro’s Field Trip Coordinator at (206) 477-6036 between 8 a.m. and 4 p.m., Monday through Friday.