

RTS Field Trip Program

Regional Transit Service offers a field trip reservation program that allows schools, daycares, and other organizations to use our fixed route service for their field trips.

If you would like to use RTS fixed routes for your field trip, please follow the procedures outlined below to ensure that your field trip request is processed accurately and in a timely manner.

- Teachers need to complete the *RTS Field Trip Form* making sure the School Administrator signs the form at the bottom. Forms must be sent in to RTS Attn: Millie Rosa at least 2 weeks prior to the date of your trip.
- RTS will send a copy of the RTS Field Trip Request form to the school with information regarding pick up, drop off locations and times. This information should be forwarded to the teacher making the request. If the teacher/school does NOT receive confirmation 5 days prior to the trip, please contact Millie Rosa. Field trip forms received with less than 1 week notice will run the chance of not being accommodated.
- Field trips are handled with RTS fixed routes. Pick ups and drop offs are scheduled at posted RTS stops.
- RTS will provide service for up to 30 people per route. If there are up to 60 people, RTS will try to either, split the trip on 2 different routes/2 different times. For groups larger than 60 people, please call RCSD Transportation Department or a private carrier.
- All cancellations should be called in to RTS (654-0203 or 654-0265) at least twenty-four hours (24) hours prior to trip.
- If teachers need to change the time(s) of already scheduled/confirmed field trips, please inform RTS at least two days prior to your scheduled trip.

Please contact Millie Rosa to answer any specific questions you may have.

Millie Rosa
1372 E. Main St., Rochester, NY, 14609
Phone - 585-654-0203
Fax - 585-654-0278