

**Metro**Los Angeles County  
Metropolitan Transportation AuthorityOne Gateway Plaza  
Los Angeles, CA 90012-2952213.922.2000 Tel  
metro.net**EXECUTIVE MANAGEMENT & AUDIT COMMITTEE  
JANUARY 20, 2011****SUBJECT: METRO STUDENT FIELD TRIP PROGRAM****ACTION: RECEIVE AND FILE REPORT ON STUDENT FIELD TRIP  
IMPLEMENTATION****RECOMMENDATION**

Receive and file report on the planned implementation of Metro's Student Field Trip Program.

**ISSUE**

In December 2010, the Board approved a motion (ATTACHMENT A) authorizing the provision of transit for field trips for school children during weekday mid-day hours and tasked staff with developing procedures for implementation of the program by January 31, 2011.

**DISCUSSION****Scope**

There are 81 school districts in LA County. LAUSD alone has 644 elementary schools. There are also 210 elementary Archdiocesan schools and 609 elementary private schools. The number of individual classes in these schools is unknown. Last year, Metro conducted safety education tours (similar to field trips) for 15,000 students (the equivalent of about 300 class field trips). One fourth of the tours were organized by Transit People, a non-profit, all-volunteer organization that conducts educational, field trips for elementary and middle school groups using the public transit system. The other education tours were coordinated by Metro Transit Education Programs. Metro staff provided safety education training on all tours. Without knowing demand, adding to the scope of this program through the provision of student field trips requires an incremental approach to implementation to fully gauge the demand and impacts on service and resources.

## The Metro Student Field Trip Program

The Metro Student Field Trip Program will provide access for students participating in school-sanctioned field trips to use Metro bus and rail services free of charge during off-peak, mid-day, hours where system capacity exists. An initial small-scale demonstration program will be offered in March that limits participation and concentrates on utilizing rail and major bus lines to reach significant cultural and historical destinations. The demonstration program will be used to gauge demand and design an appropriate Field Trip program that can be efficiently managed. The target date for launching the more comprehensive program is August, 2011. This time is necessary to evaluate the demonstration, develop applicable curriculums, and create information materials and web presence and resource the program through the FY12 budget process. Beginning in the summer will also allow for a more manageable startup.

## Initial Demonstration Program

The initial demonstration program will begin in March. Participation will be limited to five field trips per week and concentrate on utilizing rail and major bus lines to reach significant cultural and historical destinations. Specific tours will be made available on the system at specific times. Staff will develop these initial itineraries and target locations easily accessible by rail and bus. A list of potential destinations is attached to this report (Attachment B). The demonstration program will be limited to elementary school children (1<sup>st</sup> – 6<sup>th</sup> grade) and be made available on a first-come-first-serve basis. The demonstration program will be used to gauge demand and design an appropriate Field Trip program that can be efficiently managed.

## Comprehensive Program Implementation

Over the next six months, staff will work with local school districts and supporting organizations in the comprehensive development of the program. While additional staffing and funding resources are required to implement the program, the intent is to automate the reservation and curriculum portion of the program and house the system on metro.net. Teachers would be able to make reservations and download prerequisite educational materials. A three week lead time is required for rail field trips and a five week lead time for bus field trips so that staff will have time to assess if capacity exists on the system as well as suggest optimal routing for specific trips. It is important to note that only existing service (operating Monday through Friday from 10 am to 3 pm and from 10 am to 6 pm on Saturday and Sunday) will be made available to students under this program and no customization of service will take place. Additionally the program will only be offered for school-sanctioned field trips. Transportation services to and from school, sporting and special events are not included in this program. An additional reason for lead time requirements is that all student and adult participants will be issued and required to use appropriate fare media to ride the system. Fare media will be made available for pickup one week before a scheduled field trip.

## Educational Components

As a prerequisite of participation in the Metro Student Field Trip Program, students and teachers will be required to complete four educational modules (available on-line). The modules include: Safety; How to Ride; Paying a Fare and Code of Conduct. These topics are necessary and provide guidance for safe and proper use of public transportation.

## Itinerary Support

The proposed website will also offer suggested itineraries to better identify manageable trips and showcase historical, educational and landmark destinations. While itineraries will vary based on trip origins, core lines will be identified that serve key destinations. Rail lines that access destinations will serve as the cornerstone of itineraries given that rail destination guides currently exist and that rail can transport larger groups with less impact on the system.

## Procedures

Initial procedures have been developed to serve as a basis for discussion with school districts and appropriate support groups. Metro currently provides similar transit education services to nearly 15,000 per year under its current safety education program. These safety procedures were modified to meet the requirements of the new Field Trip program:

- Metro's Transit Education Team coordinates Field Trips on regular Metro services.
- Interested groups must call three weeks prior to the desired date of the field trip for rail trips and five weeks prior for bus trips.
- Trips are only available where there is capacity on the current system, service is available and to destinations currently served by high levels of service (ex. County museums). Maximum 20 students per bus; 50 students per train (25 per car). No custom trips are offered.
- Field Trips are available to students in grades 1<sup>st</sup> through 6<sup>th</sup> grade. No children under five years of age are permitted.
- Schools must provide a minimum of one teacher/chaperone per five students.
- All field trips must identify specific pick-up and drop-off locations and existing stops and stations.
- Field Trips may be conducted Monday through Friday from 10 am to 3 pm and from 10 am to 6 pm on Saturday and Sunday.
- Students will be issued (and required to use) Metro fare media.

- Students are limited to one field trip per year.
- All participants are required to review four curriculums prior to participating in a Metro Field Trip: Safety, How to Ride, Paying a Fare and Code of Conduct. Curriculums are available on metro.net.
- Requests for field trips will be made available on-line in the Transit Education Program section of metro.net.

### Booking a Trip

While specifics will be worked out over the next few months, the conceptual plan for booking a field trip is as follows:

- A teacher makes a reservation on metro.net
- The teacher downloads the required educational curriculums for review with participating students
- Teacher is required to obtain all necessary approvals
- Metro reviews reservation to confirm itinerary and available capacity
- Confirmation is made between Metro and teacher (student training is verified)
- Fare media is made available to teacher for issuance to students for required use
- Teacher conducts field trip with required adult supervision

### **FINANCIAL IMPACTS**

While necessary, specific financial and staffing requirements of the program have yet to be determined. Given that no new services will be provided, operating costs are not at issue. Student curriculums, web development, and staff administration and monitoring requirements will require additional financial resources. Staff is in the process of identifying initial costs. Ongoing costs will be impacted by demand. Since the program initiates in August of 2011, staff will seek specific funding in the FY12 budget.

### **NEXT STEPS**

Staff will plan out itineraries for the demonstration program and reach out to school district superintendents and appropriate support organizations to further develop program procedures and curriculum content. Resource requirements will be scoped and web development will commence when resources are made available. Staff will report back to the Board in the next few months to update on progress of implementation and on updates to policy and procedures.

**ATTACHMENTS**

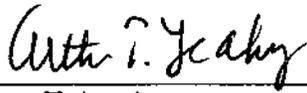
- A. Motion by Mayor Antonio R. Villaraigosa
- B. Points of Interest

Prepared by:  
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Matthew Raymond  
Chief Communications Officer



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Arthur T. Leahy  
Chief Executive Officer

**MOTION BY MAYOR ANTONIO R. VILLARAIGOSA**

Finance & Budget, Executive Mgmt. & Audit and Operations Committees

November 17-18, 2010

**Free Transit for School Kids during Non-Peak Hours**

With the budget challenges facing our educational institutions, funding for transportation services for field trips has been cut.

This negatively impacts students, especially low income students who do not have alternative resources for transportation.

A number of other major transit agencies in the U.S. – including MTA – already let younger children ride for free and provide discounted fares for students however their policies do not provide free trips during the day for school-organized activities.

MTA should partner with the Los Angeles Unified School District (LAUSD) and other districts and schools in Los Angeles County to provide free access to MTA transit services for school-organized activities during designated non-peak hours.

This will enable teachers to use public transit for field trips and other school organized educational activities off-campus when buses and trains are less crowded.

In exchange, MTA will provide materials on the benefits of transit to the school for inclusion in brief sessions with students.

Because MTA trains and buses have capacity during non-peak hours, providing free transit for school organized activities would not increase operating costs (which are fixed) or reduce revenue (the students otherwise would not be riding or paying fares).

I THEREFORE MOVE that the MTA Board adopt as policy that:

Pre-school, elementary school, middle school, and high school students in Los Angeles County shall be allowed to ride MTA transit for free during designated hours for eligible school-organized activities led by teachers.

I FURTHER MOVE that the MTA Board direct the CEO to develop and implement procedures for administering the policy by January 31, 2011, including but not limited to:

- 1 Determining eligibility for students
- 2 Designating days and hours during which eligible students can ride for free
- 3 Determining eligible school-organized activities (field trips, etc.)
- 4 Identifying responsibilities of and conditions for participating school districts or individual schools (chaperones, maximum group size, liability/indemnification, advanced scheduling, transit education, etc.)

## Gold Line

Station	Place of interest	Address	Phone #	Tours	Notes	Website
1	Dynasty Shopping Center					
	Old Chinatown					
	Los Angeles State Historic Park	1245 N. Spring St. Los Angeles, CA 90012	909-985-4184			
2	Lincoln Heights/ Cypress Park Station	570 West Ave. 26. Los Angeles CA 90065	323-221-9939	No tours offered, only special events	Friends of LA River tours (323) 223-0585	
3	Heritage Square/ Arroyo Station	3800 Homer Street. Los Angeles, CA 90031	323-225-2700	Group tours offered Tues, Wed, Thur Open to public: Fri, Sat, Sun and Mon from 12 p.m. to 5 p.m.	Admission: \$10.00 for Adults \$5.00 ages 5 to 12	
4	Audubon Center	4700 N. Griffin Ave Los Angeles, CA 90031	323-221-2255	Open Wednesday thru Sunday, 9am to 5pm	Free to public School tours require base fee	
	Casa de Adobe	4605 N. Figueroa St. Los Angeles, CA 90042	213-225-8653	Tours By Appointment		
	Lummis Home and Garden	200 E. Ave. 43 Los Angeles, CA 90031		Open Friday thru Sunday, 12pm to 4pm	Free to public	
	Southwest Museum	234 Museum Dr. Los Angeles, CA 90042	323-221-2164	Open Saturday and Sunday 12 to 5pm. (due to repairs)	Free to public	<a href="http://laurnationalcenter.org/southwest/">http://laurnationalcenter.org/southwest/</a>
	Sycamore Grove Park	4702 N. Figueroa St				
5	Highland Park Station					
6	Mission Station	913 Meridian St. South Pasadena, CA 9				
	Busters Coffee House	1006 Mission St. Pasadena, CA 91030	626-411-0744			
7	Del Mar Station	310 E. Green St. Pasadena, CA 91101				
8	Armory Center for the Arts	145 N. Raymond Ave. Pasadena, CA 91103	626-792-5101			<a href="http://www.armoryarts.org/studio/studio.html">http://www.armoryarts.org/studio/studio.html</a>
	Old Town Pasadena					
	Pacific Asia Museum	46 N Los Robles Ave. Pasadena CA 91101			Admission \$7 for Adults \$5 for students/seniors	<a href="http://www.pacificasiamuseum.org/">http://www.pacificasiamuseum.org/</a>
	Norton Simon Museum	411 W. Colorado Blvd. Pasadena, CA 91105	626-449-6840	Free public tours every first Friday of every month	Admission \$8 for Adults Free for students	<a href="http://www.nortonsimon.org/">http://www.nortonsimon.org/</a>
9	Lake Ave. Station	39 S. El Molino Ave. #300 Pasadena, CA	626-356-7529			<a href="http://www.pasadenaplayhouse.org/">http://www.pasadenaplayhouse.org/</a>
10	Allen Station	100 N. Hill Ave. Pasadena, CA 91106	626-683-3355			<a href="http://www.pasadenaconservatory.org/">http://www.pasadenaconservatory.org/</a>

1	Civic Center	Cathedral	555 W. Temple Street, LA 90012	213-680-5200 213-680-5215	Daily Tours 1pm (1hr 15min) Wed-Free Organ Recital 12:45 to 1:15 pm	Free to public	<a href="http://www.ola.cathedral.org">www.ola.cathedral.org</a>
2	Pershing Square	Disney Concert Hall	135 N.	213-972-4399	Sun-Fri Tours ck website for time	Free to public	<a href="http://www.musiccenter.org">www.musiccenter.org</a>
		Angels Flight			Reopen at the end of 08		<a href="http://www.usc.edu/libraries/archives/ia/historis/angels_flight.html">www.usc.edu/libraries/archives/ia/historis/angels_flight.html</a>
3	7th & Metro	Grand Central Market	317 S. Broadway, LA 90013	213-624-2378	Mon-Sun 9am-6pm	Free to public	<a href="http://www.grandcentralsquare.com/location.html">www.grandcentralsquare.com/location.html</a>
		Central Library	630 W. 5th Street, LA, 90071	213-228-7000	Mon-R 10am-8pm, F-S 10am-6pm, Sun 1pm-5pm	Free to public	<a href="http://www.lapl.org/central/">www.lapl.org/central/</a>
		Ice Skating Rink	532 S. Olive Street, LA 90013	213-847-4970	Seasonal		
		Wells Fargo	333 S. Grand Ave, LA, 90071	213-253-7166	M-F 9-5pm	Free to public	
4	Hollywood/ Vine	Los Angeles Visitor/Info Center	Lower Level Wilshire/Grand Hotel				
		7th & Fig	735 S. Fig Street, LA, 90017	213-955-7150	M-F 10-7pm, Sat 10-6, Sun noon-5pm	shopping and dining	<a href="http://www.7fig.com/directions.html">http://www.7fig.com/directions.html</a>
5	Hollywood/ Highland	Film Reels					
		Archlight Cinema Dome	6360 W. Sunset Blvd, LA, 90028	323-464-4226			
		Pantages Theatre	6233 Hollywood Blvd, LA 90028				
6	Universal City	El Capitan Theatre	6838 Hollywood Blvd, LA 90028	(323) 467-7674			
		Kodak Theatre	6801 Hollywood Blvd, Los Angeles, 90028	(323) 308-6300			<a href="http://kodaktheatre.com">kodaktheatre.com</a>
6	Universal City	Campo de Cahuenga	3919 Lankershim Blvd	(818) 763-7651			<a href="http://www.campodecahuenga">www.campodecahuenga</a>
		Gibson Amphitheater					
		Universal City Walk					
		Universal Studios Hollywood	100 Universal City Plz, Universal City, 91608	(818) 622-3801			

ORANGE LINE

Station	Place of interest	Address	Phone #	Tours	Notes	Website
1	Japanese Garden	6100 Woodley Ave. Nuyys, 91406	818-756-8166	Mon -Thurs (AM only)	(children under 10 and seniors)	<a href="http://www.thejapanesegarden.com/Garden/Pages/home.html">http://www.thejapanesegarden.com/Garden/Pages/home.html</a>
2	Lake Balboa Park	6300 Balboa Blvd. Nuyys, 91406	818-756-9743	None	BIBQ Pits, Bike Path, Paddle Boats	<a href="http://www.laparks.org/dos/aquaticfacility/lakeBalboa.htm">http://www.laparks.org/dos/aquaticfacility/lakeBalboa.htm</a>

BLUE LINE						
Station	Place of interest	Address	Phone #	Tours	Notes	Website
1 Pico	Staples Center	1111 S. Figueroa St. Los Angeles 90015	213-742-7340	None	LA Lakers, LA Clippers, LA Kings	<a href="http://www.staplescenter.com/">http://www.staplescenter.com/</a>
2 Pico	LA Convention Center	1201 S. Figueroa St. Los Angeles 90015	213-741-1151	None	LA Auto Show, LA Home Show	<a href="http://www.laccinlk.com/">http://www.laccinlk.com/</a>
3 Pico	Nokia Live Theatre	777 Chick Hearn Court, Los Angeles 90015	213-763-6020	None	Concerts and Shows	<a href="http://www.nokialivetheatre.com/">http://www.nokialivetheatre.com/</a>
4 103rd Street	Watts Towers	1727 East 107th St. Los Angeles 90002	323-847-4646	10:30AM-3PM, Sun - 12:30PM - 3:00PM	Adults - \$7, Seniors - \$3, Children under 12 - Free	<a href="http://www.wattstowers.org/">http://www.wattstowers.org/</a>
5 1st Street	Long Beach Convention Ctr.	300 East Ocean Blvd. Long Beach 90802	562-546-3636	None	Events	<a href="http://www.longbeachcc.com/">http://www.longbeachcc.com/</a>
6 Transit Mail	Queen Mary	1126 Queen's Highway, Long Beach 90802	562-435-3511	Educational and Senior Tours	\$8 or \$14	<a href="http://www.queenmary.com/index.php?page=attractionsalesedu">http://www.queenmary.com/index.php?page=attractionsalesedu</a>
7 Transit Mail	Long Beach Aquarium of the Pacific	100 Aquarium Way, Long Beach 90802	562-951-1630	Ages 7 and Up	\$31.95 Adults, \$29.95 Seniors, \$23.95 Children	<a href="http://www.aquariumofpacific.org/education/programdetails/behind_the_scenes_tours/">http://www.aquariumofpacific.org/education/programdetails/behind_the_scenes_tours/</a>