

**ALACHUA COUNTY SHERIFF'S OFFICE**  
**2010 WASHINGTON, D.C. SAFETY PATROL TRIP**  
**GENERAL RULES AND INFORMATION**

The Alachua County Sheriff's Office Juvenile Relations Bureau and Educational Tours are proud to host this year's 33rd Annual Washington, D.C. Safety Patrol Trip for elementary students. We have included student and chaperone guidelines, hotel regulations, several tips, important phone numbers, and departure and return dates for both trips.

**Student Guidelines:**

We will be representing Alachua County and each of our individual schools during this historical trip. The visiting of our Nation's Capital is an opportunity that many of your peers will never experience. We depend on everyone to conduct themselves accordingly.

1. Patrol belts are to be **worn correctly** at all times while touring or outside of your hotel room.
2. Educational Tours will provide a color coded ball cap and three colored t-shirts for each person. The ball cap corresponds to bus/school assignments and must be worn properly by everyone in attendance. The only exception is when you are in your hotel room or riding the bus.
3. A specific colored t-shirt is to be worn for each of the touring days. The shirts must be worn by everyone in attendance. This important system of t-shirts and ball caps will increase the effectiveness of the supervision of the participants.

Trip One T-Shirt Colors  
1<sup>st</sup> day Yellow (Photo Day)  
2<sup>nd</sup> day Orange  
3<sup>rd</sup> day Blue

Trip Two T-Shirt Colors  
1<sup>st</sup> day Yellow (Photo Day)  
2<sup>nd</sup> day Orange  
3<sup>rd</sup> day Blue

4. Students will be assigned a buddy, and they must be with their buddy at all times on the trip.
5. Buses will not leave the hotel on any morning until a check has been made to ensure all patrol belts and hats are on and worn correctly.
6. Buses will not leave from any location until a roll call has been taken. The quickest way to accomplish a roll call is to assign everyone a number and have a count off after boarding the bus. Stay in your seat at all times unless given permission to do otherwise.
7. The restrooms should be used for emergencies only on the northbound trip. The odor

may make it uncomfortable for the people in the back of the bus. Stops at rest areas will be made approximately every two or three hours. While traveling north and in DC, please limit restroom use on the bus to emergencies only.

8. In the unlikely event of a bus breakdown, follow the directions given to you by the law enforcement officer on your bus. All items will be off loaded from the disabled bus and transferred to the bus you will be reassigned to.

### **What to Bring:**

1. We will be doing a lot of walking. It is strongly recommended that you do not wear sandals, high heels or boots. Running shoes or walking shoes that have been broken in prior to the trip are suggested.
2. You may want to bring a sweat shirt, jacket, or light blanket for the bus ride and a disposable rain poncho.
3. Clothes should be cool, comfortable, and appropriate for the occasion. Remember that all participants will wear provided T-shirts for each of the three touring days.
4. Tote bags, back packs, and purses will be subject to search when entering certain government buildings. We ask that you no carry any of these type of items, but you may have them to take personal items or valuables to be stored above the seats on the buses each day.
5. Electronic items like Ipods and games sound fun, but there is really little or no “down time” while touring. If students bring such items, they are to be used on the travel days only, and must have headphones. Please do not bring them on the bus while touring, they will detract from the tour.
6. **We do not want the students bringing cell phones on the trip.** They seem to cause more problems than good. Students are inattentive to chaperones and guides. This causes a significant safety concern. If you wish to speak to your child during the trip, we suggest sending a prepaid phone card with your child and the chaperones will assist them in calling home in the evening when time permits.
7. If you bring a camera, mark your camera for identification or record the serial number in case of loss or theft. We have found that disposable cameras work best. Please write the child’s name, school, and bus number on the camera and any other personal items.
8. Everyone is responsible for their own personal items. We will not be able to go back and look for lost items due to our group size and tight schedule.
9. The usual amount taken to purchase souvenirs is \$25-40. You are responsible for your own money.

10. ***Bring a box/bag breakfast AND lunch for the northbound trip***; dinner will be provided. Drinks will be provided for all meals. You may wish to bring healthy snacks for the trip.

**Chaperone Guidelines:**

1. Educational Tours will issue a color coded ball cap and three colored t-shirts for each person. The ball cap corresponds to bus/school assignments and must be worn by everyone in attendance. The only exception is when you are in your hotel room or riding the bus.
2. Chaperones shall never allow the students to tour by themselves. Chaperones are assigned a specific set of students to chaperone and are responsible for these students. You must stay with them at all times while touring. They are your team and you are their team leader. Only the Head Chaperone on the bus for the school can change student/chaperone assignments.
3. If a child gets lost, contact your law enforcement officer immediately. The head chaperone and the law enforcement officer will look for the missing student.
4. The head chaperone assigned to the bus will be in charge of the bus and passengers. Should any conflicts arise; the law enforcement officer on your bus will make the final decision. If two head chaperones from different schools are on your bus, the law enforcement officer will serve as a liaison between the two.
5. Buses will not leave from any location until a roll call has been taken. The quickest way to accomplish a roll call is to assign everyone a number and have a count off after boarding the bus.
6. The restrooms should not be used on the buses for the northbound trip, unless it is an emergency; the odor will make it uncomfortable for the people in the back of the bus. Stops at rest areas will be made approximately every two to three hours.
7. When buses stop for fuel, only the law enforcement officer will get off the bus. Parents should not get off the bus unless it's an emergency; under no circumstances should a child get off.
8. It is requested that adults who smoke do not smoke in view of the students.
9. In the unlikely event of a bus breakdown, follow the directions given to you by the law enforcement officer on your bus. All items will be off loaded from the disabled bus and transferred to the bus you will be reassigned to.
10. Inappropriate chaperone conduct may result in the chaperone being removed from the trip for the day. (examples: intoxication, belligerence, physical altercations)

### **General Hotel Regulations:**

1. Upon arriving at the hotel, locate the fire exits and make sure your students know where the exits are located. Preplan where you would meet your group in the unlikely event the hotel should have to be evacuated. We will be conducting a fire drill with each school the first night at each of the hotels.
2. There will be four students to a room and two keys per room. It is recommended that the head chaperone and the individual chaperone/teacher be responsible for the keys. Only a law enforcement supervisor may get a duplicate key if one is lost.
3. Participants will not be allowed to switch hotel rooms. Only the head travel agent can authorize a room switch. If there is a problem, tell your head chaperone and have them contact Educational Tours staff. These rules apply to everyone, including chaperones and law enforcement officers.
4. Students, chaperones, medical personnel, and law enforcement officers should check assigned room(s) for damage. Report any damaged or missing items to the travel agent at dinner the first night. Chaperones should check the rooms for matches and remove them.
5. Do not open the door for anyone until you have identified them by your school's password. If you do not recognize the person, ask them to show you their ID through the peep hole. Call hotel security via the room phone if there is any doubt. Law enforcement officers, medical personnel, or chaperones are the only persons authorized to come in your room.
6. Students must be supervised in the evening hours while at the hotel. It is suggested that the adults designate a minimum of two duty chaperones each night, which would allow the other chaperones time for themselves while at the hotel property.
7. Hotel room door knobs will be marked with colored survey tape: Red - Medical Team, Pink - Chaperones, Green - Law Enforcement Officers.
8. Friends and relatives not on the trip may visit the students at the hotel at night as long as it has been authorized with the Alachua County Sheriff's Office in writing (Visitation Form on file) prior to departure from Gainesville. Visitors or family are not allowed to join any of the groups while in Washington.
9. Students may leave their rooms to visit other students on the same floor. Should a student leave their room, they must have their chaperone's permission.
10. Students may visit other floors of the hotel **only** if they are escorted by a chaperone, accompanied by a buddy, and are wearing their belt and cap.

11. Remember there will be other guests in the hotel, and we must be considerate of them. Students will not be allowed to run or play in the hallways. Hotel game rooms and pools are off limits to everyone.
12. The room phones are for emergency use only. Head chaperones are encouraged to allow students to make phone calls to parents from the hotel lobby or a chaperone's room. No long distance phone calls are allowed by students from their rooms at anytime. Chaperones may make calling card calls from their room at their expense.
13. Chaperones will wake the students up each morning. Students need to be ready to leave on time. Stay in your room until the chaperone comes for you.

**Pertinent Dates and Information:**

**Trip One:**

Departs: Gainesville on Sunday, June 13, 2010, at 11:45 p.m.

Returns: Gainesville on Friday, June 18, 2010, at 9:00 p.m.

The buses will return to the Oaks Mall south parking lot on Friday, June 18, 2010, at approximately 9:00 p.m. Updated arrival times will be announced on the Alachua County Sheriff's Office information line at **(352) 367-4126** on The SKY, 97.3 FM and WKTK, 98.5 FM. The information line will be updated daily during the touring days, and throughout the day on the return trip.

**Hotel Information for Trip 1:**

Holiday Inn, Springfield, Va.	(703) 644-5555	Buses
Comfort Inn, Springfield, Va.	(703) 922-9000	Buses
Hampton Inn, Springfield, Va.	(703) 924-9444	Buses

**Trip Two:**

Departs: Gainesville on Thursday, June 17, 2010, at 11:45 p.m.

Returns: Gainesville on Tuesday, June 22, 2010, at 9:00 p.m.

The buses will return to the Oaks Mall south parking lot on Tuesday, June 22, 2010, at approximately 9:00 p.m. Updated arrival times will be announced on the Alachua County Sheriff's Office information line at **(352) 367-4126** and on the websites listed below. The information line will be updated daily during the touring days, and throughout the day on the return trip.

**Hotel Information for Trip 2:**

Holiday Inn, Springfield, Va.	(703) 644-5555	Buses
Comfort Inn, Springfield, Va.	(703) 922-9000	Buses
Hampton Inn, Springfield, Va.	(703) 924-9444	Buses

Parents will be able view their child's photographs on the internet by accessing the Alachua County Sheriff's Office Website at [www.alachuasheriff.org](http://www.alachuasheriff.org) or [www.acsosafetypatroltrip.com](http://www.acsosafetypatroltrip.com)