



# Arrival and Departure Information

## For FIELD TRIPS Traveling by Yellow School Bus

### Approaching the Museum by Bus

1. All buses must approach the Exploratorium at the Palace of Fine Arts from the south in order to properly enter the staging area. Arriving from the north will cause congestion on Palace Drive and delay your admission as the bus will have to be rerouted to the proper area.
2. Please see the Yellow School Bus Directions at [www.exploratorium.edu/location\\_directions](http://www.exploratorium.edu/location_directions) for detailed information regarding arrival routes. All buses must use these approved routes.
3. Pay special attention to the slight, but critically important, nuances between directions for yellow school buses and charter/tour buses. There are separate sets of directions for each type of bus. Make sure your group has the correct set of directions.
4. Teachers/Group Leaders: We recommend that you exchange cell phone numbers with bus drivers so you'll be able to communicate during your field trip, should the need arise.

### Arrival Procedure

1. Your bus will be directed to unload along Palace Drive (the street that runs alongside the museum). Once students are off the bus, please have them gather in a safe place near the main entrance to the Exploratorium, at the north end of the building.
2. Please be sure your students bring everything they will need for the day. They will not have access to the bus again until you depart. Your bus driver will park in a lot nearby and will return to the same loading area at your scheduled departure time.

### Check-In Procedure

1. Check in (Group Leader only, please) with the orange-vested Explainer holding a clipboard. S/he will confirm with you the number of students and adults in your group, your lunch time, and your departure time. Explainers will be available when the museum opens. If you arrive early, please gather in front and you will be greeted shortly.
2. Check in at the Admissions desk. If there is a line, an Explainer will escort you directly to the front of the line. At the admissions desk you will complete your payment (if you haven't already done so) and receive stickers for the adult teachers and chaperones in your group. Make sure you have already prepared stickers for your students!
3. Return to the Explainer with the clipboard and s/he will organize an orientation for your group. The orientation lasts approximately 15 minutes. The orientation Explainer will escort your group into the museum and introduce one exhibit before your group explores the museum.
4. Be sure to choose a time and location for your group to gather at the end of the day. We recommend that your gathering time be set for 15 minutes prior to your scheduled departure time.

### Departure Procedure

1. Gather students in a pre-designated area 15 minutes prior to your scheduled departure time. Use these 15 minutes to gather your group (finding anyone who is running late) and walk to the bus-loading zone.
2. Please be sure that EVERYONE in your group is present BEFORE heading to the bus-loading area. We have carefully coordinated departure times, and are counting on you to keep the process moving smoothly.
3. Walk your group over to bus zone at your scheduled departure time. Remember, you are boarding the bus at the same place you were dropped off. We have allotted a 15-minute time slot for boarding your bus. Please be sure to board at your designated time. If you are late arriving to the loading area, your bus may have to leave so other buses can load, and this will delay your departure.

*We hope you have a wonderful time  
at the Exploratorium*

