

Field Trip Safety Guide

Thank you for booking a field trip to the Pennsylvania Trolley Museum. Please review the following guidelines with your students and chaperones prior to your visit. We ask group leaders, group staff, chaperones, and children to follow all instructions of any PTM staff or volunteer to ensure a safe and enjoyable experience.

Group Size: Limited to 25 individuals, including both children and adults.

Arrival Procedure: Keep students and adults on the vehicle until greeted by our staff. Staff will provide further instructions to group leaders upon arrival. Parking is free and the lot can accommodate buses and vans.

Safety is important! Field trip participants, both students and adults, should dress appropriately for comfort and weather. We recommend closed-toed shoes and strongly discourage flip-flops, high heels, or dress shoes.

Masks: Staff will be wearing masks or face shields for safety and protection. All adults and children over the age of 2 are required to be wearing face protection. Group participants will interact with a maximum of 3 PTM staff during their visits.

Cleaning: Trolleys are cleaned and disinfected before and after all visits. Museum spaces are regularly sanitized.

Payment: A \$35.00 deposit is required to confirm the reservation. The remaining balance is due by the day of the visit. Field trips must be paid in a single payment. Advanced payment is strongly recommended with a preference of check or credit card. Only 1 representative from the group is permitted to enter the museum store to process the payment.

Lunch: The museum does not provide food or drink. Groups are welcome to eat at the museum's outdoor picnic areas; however the group must stay in the designated area aside from bathroom breaks. Indoor space is not available.

Museum Gift Store: Unfortunately, the Museum Gift Store is not available to groups in 2020. We apologize for any inconvenience.