California State Railroad Museum

Field Trip Guidelines & Teacher Resources
2023-2024

CALIFORNIA STATE
RAILROAD
MUSEUM

Teacher Checklist

Please review this checklist to assist in the planning of your field trip.

Before your visit:

☐ Review your reservation confirmation to ensure all information is correct.
☐ Assign all students to a chaperone prior to your visit.
☐ Distribute "Chaperone Information" to chaperones attending.
☐ Review Museum policies with students.

Upon arrival:

☐ Leave lunches on the bus/cars, or ensure that students have them packed away in a bag.
☐ Gather all students and chaperones at the "School Groups and Events Entrance" at the East side of the Railroad Museum and have a headcount of the number of students and adults. Send one person into the museum to inform the front desk that you are ready to check in.
☐ Restrooms are available outside this entrance, as well as a garbage can to throw out any open food items or gum.

During your visit:

☐ We are excited to welcome students into the Railroad Museum! While inside, please implement Museum etiquette. Students should not be yelling, running, or eating while inside the museum.
☐ Most groups plan on being at the museum for betweeen 90-120 minutes.

After your visit:

☐ Your time spent in the Railroad Museum is unlimited up until we close at 5:00pm! Keep in mind that once you enter the Museum Store or exit through any of the doors in the lobby, there is no re-entry.
☐ If time permits, visit Old Sacramento State Historic Park located directly outside the Railroad Museum!

Transportation and Parking

Directions:

The California State Railroad Museum is located at 125 I Street in Old Sacramento. From Interstate 5, take the J Street off-ramp and follow the signs to Old Sacramento. The museum is located at the corner of 2nd and I streets. The school group enrance is on the 2nd street side of the museum.

Parking:

Bus parking is available at no cost in the marked bus parking spots behind the museum. Only buses can park in this lot.

For private vehicles, there is a parking garage across the street at the intersection of I and 2nd Streets or metered street parking available throughout Old Sacramento. More information about parking locations and rates can be found here: https://www.cityofsacramento.org/Public-Works/Parking-Services. If you plan on having students visit restaurants or gift shops in Old Sacramento, most of those buisnesses can validate parking. The museum unfortunatley cannot.

Transportation Subsidy:

We are pleased to offer our transportation subsidy program. The link to the subsidy is in your program confirmation email.

Due to fund limitations, not all schools will be granted subsidies. Subsidies may be less than the entire amount requested. Preference is given to California public schools that receive Title I funding.
If you are selected to receive a subsidy, an invoice from the transportation company will be required. Checks will be sent to the school site after your visit. Schools will be notified within 60 days of application. For questions, please email jcolindres@csrmf.org.

Chaperones

Thank you for helping with the class field trip today!

We want you and the students to have a fun, educational, and memorable time at the museum. To ensure that your visit is a success, we ask for your support in encouraging a respectful demeanor from the students you are chaperoning.

- Advocate for proper museum etiquette! Everyone can be respectful of the exhibits and others visiting the museum. Please review the museum rules prior to entering the museum.

- Be present with your group! Take this opportunity to help students appreciate history and learn about the railroads – you may even learn something new yourself!

- Encourage interaction with docents. Our docents are very knowledgeable and would rather share railroad history with you instead of museum rules.

- While technology is great, phone distractions can wait until later. Please listen to museum staff announcements during the group orientation.

- Lead by example! Show the students how to be an inquistive and participatory museum visitor. Remind students of museum rules when necessary.

The Railroad Museum's "Golden Rules"

1) Help keep the museum clean

Water is allowed, but any other food or beverage items must be disposed of or stored away when entering the museum - including gum.

2) Students and chaperones stick together

Students must stay with their adult chaperone at all times. Teachers are encouraged to divide classes into manageable groups sizes. There is a minimum requirement of at least 1 adult per 10 students.

3) Aim for an injury-free experience

Use walking feet while touring the museum. The museum has hard and uneven surfaces in many places. Walking will reduce the risk of injury and ensure a safer, harmonious experience for all!

4) Use indoor voices

With so many hard surfaces, sound carries easily inside the building. Students and adults are to use indoor voices at all times. If you see a docent giving a guided tour, please respect their space and audience by reducing voice volume.

5) Respect the posted signs

Take note of the signs posted on the exhibits. No climbing is allowed on the trains for your safety.

6) Avoid toy train tables

Students are not allowed in the children's play area where we have toy train tables set up for guests 5 and under.

7) Take photos

Photography and flash photography is allowed! Capture those priceless moments, but avoid standing on exhibits.

Frequently Asked Questions

Will a tour guide be leading us through the museum?

Your program will be self-guided, but we do have Jr. Ranger Adventure Guides in both English and Spanish available on our website as well as your email conifmration. Many teachers opt to have their students join a digital field trip to the museum prior to their in-person visit. This will help them learn about our most popular exhibits prior to arrival with a live interpreter. Our digital programs are designed for 3rd-6th graders.

How much time does it take to tour the museum?

Most schools plan on being at the museum for between 90-120 minutes.

Where can we park?

Schools arriving on buses can park in the designated bus spaces located in the parking lot behind the museum. Schools arriving in cars will have to park in metered street parking or in the city's parking garage located at 2nd and I streets in Old Sacramento.

Does the museum validate parking?

We do not have the ability to validate city parking. However, there are many local businesses that can validate parking.

Can we take AMTRAK or lightrail to the museum?

The AMTRAK and lightrail trains are great options for your field trip transportation! The Sacramento Valley Station is a short five minute walk away from the museum.

Do homeschools qualify for a field trip?

As long as your group has ten or more students, you can book our program offerings.

Frequently Asked Questions cont'd

Where can we eat lunch?

There are picnic tables located in Old Sacramento State Historic Park next to the lawn, near the train tracks, and at the north side of the Central Pacific Passenger Station. Unfortunately, there are no areas inside the museum where students can eat lunch.

Are there train rides for school groups?

The museum has free school train rides on Tuesdays and Thursdays this Spring at 10am and 11:30am. If your group is scheduled for a self-gudied visit on Tuesdays or Thursdays this Spring, you can book your train ride using the link in your confirmation email.

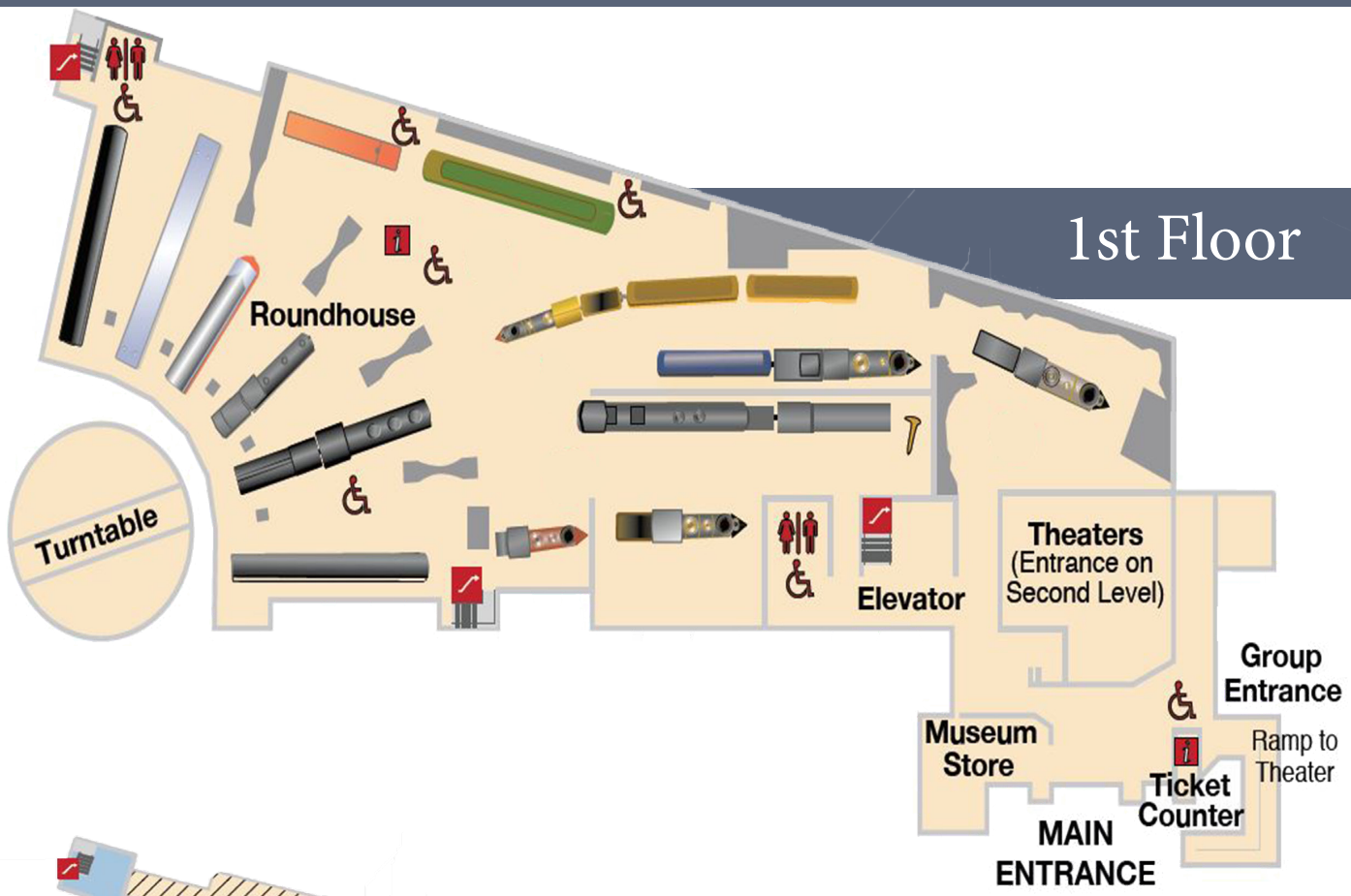
What else is there to visit in Old Sacramento?

Old Sacramento is full of interesting places to see! Some other points of interest include the Sacramento History Museum, the Old Schoolhouse, the Wells Fargo Museum, and many unique shops. More information is available at www.oldsacramento.com.

Scenes from a Tuesday Train Ride.

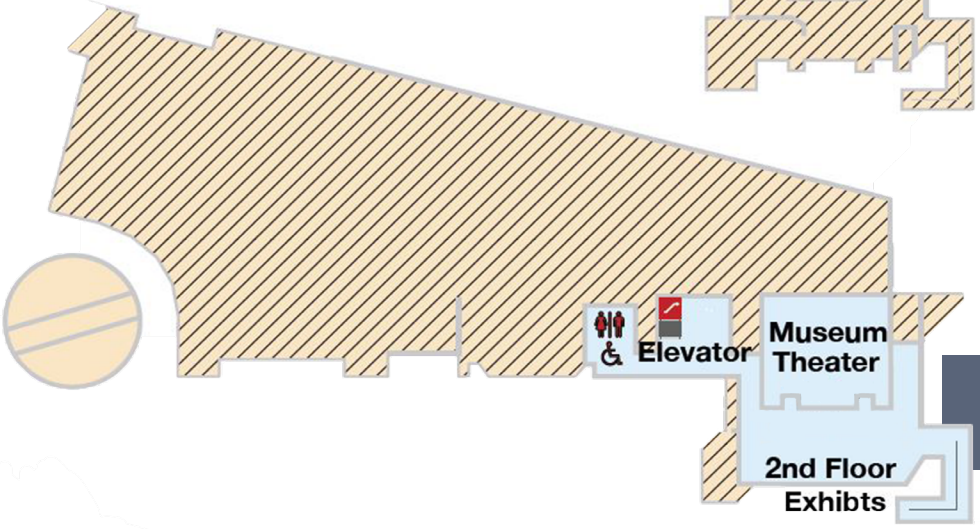
Museum Map

1st Floor



3rd Floor

2nd Floor



Additional Information & Teacher Resources

Questions regarding your visit to the museum can be directed to the museum Group Desk: Groupdesk.CSRM@parks.ca.gov or (916) 323-9274.

The museum front desk can be reached at (916) 323-9280 between 10:00am-5:00pm, seven days a week, except for Thanksgiving, Christmas, and New Year's Day.

More information about the museum such as events, train rides, and educational programs can be found at www.californiarailroad.museum.

Forms for educational program bookings can be found on this website as well.