

## **FIELD TRIP REQUEST PROCEDURES**

- 1) GET TRIP REQUEST FORMS, (ONE FOR EACH BUS) FROM YOUR SCHOOL OFFICE.
- 2) FILL OUT ALL BLANKS IN THE UPPER PORTION. HAVE PRINCIPAL SIGN. SEND WHITE AND YELLOW SHEETS TO TRANSPORTATION. SUBMIT PINK AND GOLDENROD SHEETS TO SCHOOL BOOKKEEPER TO OBTAIN A PURCHASE ORDER FOR THE COST OF THE TRIP.
- 3) ALL REQUESTS MUST BE IN THE TRANSPORTATION OFFICE THREE (3) SCHOOL DAYS BEFORE TRIP DATE.
- 4) BUSY MONTHS OF THE YEAR (I.E., OCTOBER, MARCH, APRIL, AND MAY) IT WOULD BE TO YOUR ADVANTAGE -BEFORE SCHEDULING YOUR TRIPS- TO CHECK ON THE AVAILABILITY OF BUSES FOR THE DATE YOU ARE PLANNING. CALL FRANCES WILSON AT THE TRANSPORTATION OFFICE: 570 - 3008
- 5) THERE HAVE BEEN TIMES THAT TRIP SHEETS DID NOT REACH THE TRANSPORTATION OFFICE. YOU SHOULD CHECK ON YOUR TRIP A DAY OR TWO AHEAD OF TIME TO MAKE SURE EVERYTHING IS SET.

**N**OTES: WHEN A TRIP SHEET IS RECEIVED, IT IS DATED. IF IT IS A BUSY DAY, THE TRIPS ARE FILLED BY DATE RECEIVED- FIRST RECEIVED; FIRST FILLED.

DRIVERS ARE ASSIGNED BY THE TRANSPORTATION OFFICE USING THE TRIP BOARD. YOU CANNOT CHOOSE OR REQUEST A CERTAIN DRIVER TO TAKE YOUR TRIP. DRIVERS CANNOT VOLUNTEER TO DRIVE FOR FREE.

TRIP COSTS FOR THE 2018-2019 SCHOOL YEAR ARE AS FOLLOWS:

DRIVER COST	\$ 22.93 PER HOUR
MILEAGE CHARGE	\$ 1.62 PER MILE

THANK YOU FOR YOUR COOPERATION AND SUPPORT

As of 8-1-18

