

BUSINESS SERVICESOPERATIONSTRANSPORTATIONFIELD TRIP TRANSPORTATION REQUEST PROCEDURES

Students in the district may require busing to and from school-sponsored activities. The following are the procedures for sites to request transportation:

1. Site designated personnel shall submit requests through the field trip request system. Designated personnel shall be set up with a field trip user account/password and trained by the Transportation Department.
2. Sites shall develop their own internal routing and approval process for trips prior to submitting requests.
3. Sites shall submit trip requests a minimum of (30) days in advance. If trips are submitted less than this, the site will need to contact the transportation provider with which the district maintains an agreement to confirm bus availability.
4. If transportation is not available for the requested date, the site has two options:
 - a. Change the date of the trip.
 - b. Reserve a bus from one of the district approved charter bus companies.
5. If an outside vendor is used for the trip, the site should request that a written estimate and a copy of the company's cancellation policy be sent to them prior to the date of the trip.
6. Upon completion of the trip, the site shall be billed directly by the vendor if the trip was chartered out. If the trip was done by the districts' transportation provider the site will be billed through the district's Accounting Department.
7. The site is responsible for the timely payment and reconciliation of any billing discrepancies.

Legal References: Education Codes 35160, 35330, 39800-39860, 41860-41862, 48900
Administrative Regulation Dated: March 14, 2017