



REQUEST FOR FIELD TRIP TRANSPORTATION (ACTIVITIES ONLY)

1. Transportation Services for Field Trips:

- a. Regular school days: 9:30 A.M. – 1:30 P.M./After school hours: 4:30 - ?/Available weekends
- b. School bus drivers will be used unless a Teacher / Coach is pre-approved.
- c. Customers will be picked up at the school and returned to the school at the end of the trip.
- d. At least one Teacher / Sponsor is required on each bus assigned for the trip.
- e. All Laws, Regulations and Policies regarding School Bus Operation and Passenger conduct are applicable on Field Trip. (Including No Food)

2. Reservation Procedure:

- a. Written request must be in the Transportation Office at least (10) working days PRIOR to the date requested.
- b. E-Mail to Transportation Trip Office at tlross1@okcps.org
- c. Telephone inquiries will not be accepted as an official request.

3. Bus types available: 65 passenger bus capacity

- a. High School – 50 students
- b. Middle School – 50 students
- c. Elementary School – 60 students
- d. Lift Buses (Large and Small) – Up to 3 wheelchairs and 30 passenger capability

4. Cost for a single bus:

- a. \$90.00 Flat fee
- b. \$20.00 per hour
- c. Includes fuel, maintenance, insurance depreciation and administrative cost.
- d. Time begins from the site from which bus is leaving.

5. This written request form must be filled out completely and approved by the Principal.

- a. Requester returns cost estimate with one of the following before requested trip is confirmed by Transportation:
 1. PO Number
 2. Athletic Approval
 3. 3rd Party Commitment Letter (Link)
 4. *DO NOT SEND PAYMENT TO TRANSPORTATION. SEND ALL PAYMENTS TO TREASURY AT 900 N. KLEIN.*
 5. Reminder: Sponsors need to notify the cafeteria manager at least 2 weeks prior to the field trip

Oklahoma City Public Schools

Transportation Services, 2500 NE 30th
Oklahoma City, OK 73111-4499

OKCPS

REQUEST FOR FIELD TRIP TRANSPORTATION (ACTIVITIES ONLY) TO BE COMPLETED BY SCHOOL

Date of Trip:			
School:			
School Address:			
Loading Area:			
Pick up Time:		Number of Students:	
Number of Buses:		Number of Sponsors:	
Destination Name:			
Destination Address:			
Loading Area:			
Return Time:			
Sponsor Name:			
Sponsor Name:			
Sponsor Contact Number:			
Principal's Signature:		Date:	

This trip has been approved /disapproved, the recorded time In/Out _____
by the Department of Transportation.



THIRD PARTY COMMITMENT LETTER

_____ agrees to pay the Oklahoma City Public
Name of 3rd Party

Schools District, I-89, for school bus transportation being provided for

_____ on _____ and
Name of School Date of Field Trip

traveling to and from _____. It is understood that
Destination of Field Trip

the actual cost of the trip may differ from the estimate of

_____ and that payment is due upon receipt of the
Estimated Cost of Field Trip

invoice and is to be sent to:

Oklahoma City Public Schools
Attn: Treasury, Room 128
900 N Klein
Oklahoma City, OK 73106

Name And Title Of Third Party Representative Guaranteeing Payment

Mailing Address Of Third Party Representative Guaranteeing Payment

E-Mail Address And Phone Number Of Third Party Representative Guaranteeing Payment

Signature Of Third Party Representative Guaranteeing Payment Date