



## PROCEDURES FOR REQUESTING FIELD TRIP TRANSPORTATION

**\*ALL STEPS MUST BE COMPLETED AND THE TRIP REQUEST SUBMITTED THROUGH VERSATRANS TRIP TRACKER 10 BUSINESS DAYS PRIOR TO THE EVENT FOR OKCPS TRANSPORTATION TO PROVIDE SERVICES.**

**OFFICE CONTACT: MS. CHERONDA WILLIAMS, [crwilliams@okcps.org](mailto:crwilliams@okcps.org), 405-587-1156**

### **1. Transportation Services for Field Trips:**

- a. Regular school hours: 9:30 A.M. - 1:30 P.M. After school hours start at 4:30 P.M. Also available on weekends.
- b. OKCPS Bus Drivers will be used unless a pre-approved driver can be supplied by the school.
- 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 a Field Trip.

### **2. Vehicle Costs:**

#### **a. Full Size Bus**

- i. \$90.00 flat rate
- ii. \$20.00 per hour for driver (if using an OKCPS Bus Driver)
- iii. Includes fuel, maintenance, insurance depreciation and administrative cost.
- iv. Time begins leaving from the school site.

#### **b. Minibus**

- i. \$50.00 flat rate for trip destination inside of 50 miles
- ii. \$100.00 flat rate for trip destination outside of 50 miles
- iii. Mileage begins from the school site to the destination.
- iv. School must provide a trained OKCPS employee driver.

#### **c. Suburban**

- i. \$50.00 flat rate for trip destination inside of 50 miles
- ii. \$100.00 flat rate for trip destination outside of 50 miles
- iii. Mileage begins from the school site to the destination.
- iv. School must provide an OKCPS employee driver.



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### 3. Field Trip Request Procedures

#### a. Trips being paid with school activity funds:

- i. Print and complete "Request for Field Trip Transportation" form
- ii. Submit form to Principal for signature and approved Request form to Financial Secretary who will attach it to the SAP Purchase Requisition (#302768- OKCPS- Transportation) which will route for approval.
- iii. When PR is released, the Purchasing Department will convert the PR to a Purchase Order and send the Request form and PO to Transportation (Cheronda Williams, [crwilliams@okcps.org](mailto:crwilliams@okcps.org)).
- iv. The Financial Secretary, or other school designee, will input the PO # and schedule the trip request in **Trip Tracker**. PO's and requests should be received and scheduled in Trip Tracker 10 business days prior to the trip date.

#### b. Trips being paid by a 3rd Party or Program (i.e. CTE, Fine Arts, PTA, etc.)

- i. Print and complete "Request for Field Trip Transportation" and "3rd Part/Program Commitment Letter" forms.
- ii. Submit completed forms to Principal for signature.
- iii. Email completed and signed forms to Cheronda Williams at [crwilliams@okcps.org](mailto:crwilliams@okcps.org).
- iv. Request and 3rd Party Agreement (with signatures) need to be received by Transportation at least 10 business days prior to the trip date.

4. Please refer to your Trip Tracker account after requesting a trip to ensure that it has been approved and scheduled. If you have any questions or concerns about requests, scheduling, or changing information on a submitted trip request you are asked to contact Cheronda Williams at [crwilliams@okcps.org](mailto:crwilliams@okcps.org) or 405-587-1156.