

Oklahoma City Public Schools

PROCEDURES FOR REQUESTING FIELD TRIP TRANSPORTATION

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.

2. Cost for a single bus:

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

3. Procedures (all forms can be found at www.okcps.org , under “Staff Tools, under “Forms”)

a. Trips being paid with school activity funds:

- Print and complete “Request For Field Trip Transportation” form
- Submit form to Principal for signature and approved Request form to Financial Secretary who will attach it to the SAP Purchase Requisition “PR” (#302768 – OKCPS-Transportation), which will route for approval (principal and ILD, if >\$500 elementary or >\$750 middle/high school)
- When the PR is released (approved by all required parties), Purchasing Department will convert the PR to a Purchase Order “PO” and send the Request form and PO to Transportation (Theresa Ross - tlross1@okcps.org) for scheduling. (Request and PO need to be received by Transportation at least 10 working days before event date to ensure bus and driver are scheduled.)

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

- Print and complete “Request For Field Trip Transportation” and “3rd Party/Program Commitment Letter” forms
- Submit completed forms to Principal for signature
- Email completed and signed forms to Theresa Ross at tlross1@okcps.org. (Request and commitment letter need to be received by Transportation at least 10 working days before event date to ensure bus and driver are scheduled.)

c. Trips being paid by Athletics

- Print and complete “Request For Field Trip Transportation” form
- Submit form to Principal and school Athletic Coordinator for signatures
- Email completed and signed forms to Theresa Ross at tlross1@okcps.org. (Request needs to be received by Transportation at least 10 working days before event date to ensure bus and driver are scheduled.)

At the end of each school week, a list of all of the District’s scheduled field trips for the upcoming week will be emailed by Transportation (Theresa Ross) to the Principals. Please check the list to ensure your trip is scheduled. If your trip is not listed, or a time or location is incorrect, please contact Theresa Ross immediately (tlross1@okcps.org or 587-1155).

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Request for Field Trip Transportation – To Be Completed by School

Date of Trip:	
School:	
School Address:	
Loading Area:	
Pick up Time:	
Number of Students not needing wheel chair accessible transportation:	
Number of Buses needed not wheel chair accessible: (bus capacity is: up to 45 high school students/up to 50 middle school students/up to 60 elementary school students)	
Number of students needing wheel chair accessible transportation: (Students needing wheelchair accessible transportation may increase the number of buses needed – i.e. 51 students and one needs wheel chair accessibility will increase the number of buses needed from one bus to two buses)	
Bus Estimate (Based on \$90 flat per bus plus \$20 per hour per bus): \$	
Number of Sponsors:	
Destination Name:	
Destination Address:	
Loading Area:	
Return Time:	
Sponsor Name:	
Sponsor Name:	
Sponsor Contact Number:	
Vendor is OKCPS Transportation #302768	
Principal's Signature:	Date:

Completed form and type of payment (actual Purchase Order or completed and signed 3rd Party/Program Commitment letter) must be received by the Transportation Field Trip Office at least 10 working days prior to the event date.

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3rd PARTY/PROGRAM COMMITMENT LETTER

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

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

_____ on _____ and
Name of School Date of Field Trip

traveling to and from _____.
Destination of Field Trip

The cost estimate of the trip is \$_____
(Based on \$90 flat fee per bus plus \$20 per hour per bus)

and may vary from the actual cost. The payment is due upon receipt of the
invoice and is to be sent to:

Oklahoma City Public Schools
Attn: Treasury, Building 3
2500 NE 30th St.
Oklahoma City, OK 73111

Name and Title of 3rd Party Representative/Program Guaranteeing Payment

Mailing Address of 3rd Party Representative/Program Guaranteeing Payment

Email Address of 3rd Party Representative/Program Guaranteeing Payment

Signature of 3rd Party Representative/Program Guaranteeing Payment / Date