



PROCEDURES FOR REQUESTING FIELD TRIP TRANSPORTATION

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.

3. Field Trip Request Procedures

a. Trips being paid with school activity funds:

- i. Print and complete "Request for Field Trip Transportation" form



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- 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).
- 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.
- iv. Request and commitment letter 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 or 405-587-1156.**