



Transportation

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OKCPS Transportation Field Trip Supervisor/Coordinator

Ms. Cheronda Williams

crwilliams@okcps.org

405-587-1156

1. Submit Request for Field Trip to the campus Principal.
2. Secure additional approvals if necessary from ILD/Superintendent.
3. Secure funding and have a PO in place.
4. Submit a Field Trip Request on Trip Tracker for the Transportation Department to schedule services.
5. **All Field Trip approvals and signatures must be uploaded and submitted with your Trip Tracker request under the Attachments Tab.**

The OKCPS Transportation team is eager to serve our schools through field trips and various off-campus events.

- School Day Trips 9:30AM- 1:30PM
- Evening Activities after 4:30 PM
- Weekend Trips
- Athletics
- Fine Arts
- CTE

***Due to current vehicle capacity, OKCPS vehicles are for student use only. Adult only trips (supervision, PD, etc.) should be submitted through their supervisor for mileage reimbursement when applicable.**



10
Days

**Need documentation and request 10
business days prior to trip.**

01

Starts At The School

Field Trip Request turned into Principal/ILD with the details. ***IN HOUSE COGNITO FORM DOES NOT GO TO TRANSP0!!!**

02

Get the PR/PO Moving

Secure funding, 3rd Party Commitment, SAP, etc.

03

Trip Tracker

Submit request to Transportation via Trip Tracker account. Include PO #

04

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WINDOWS

9:30 AM - 1:30 PM
After 4:30 PM on Weekdays
Open on Weekends

K-12

We CANNOT transport Pre-K
students





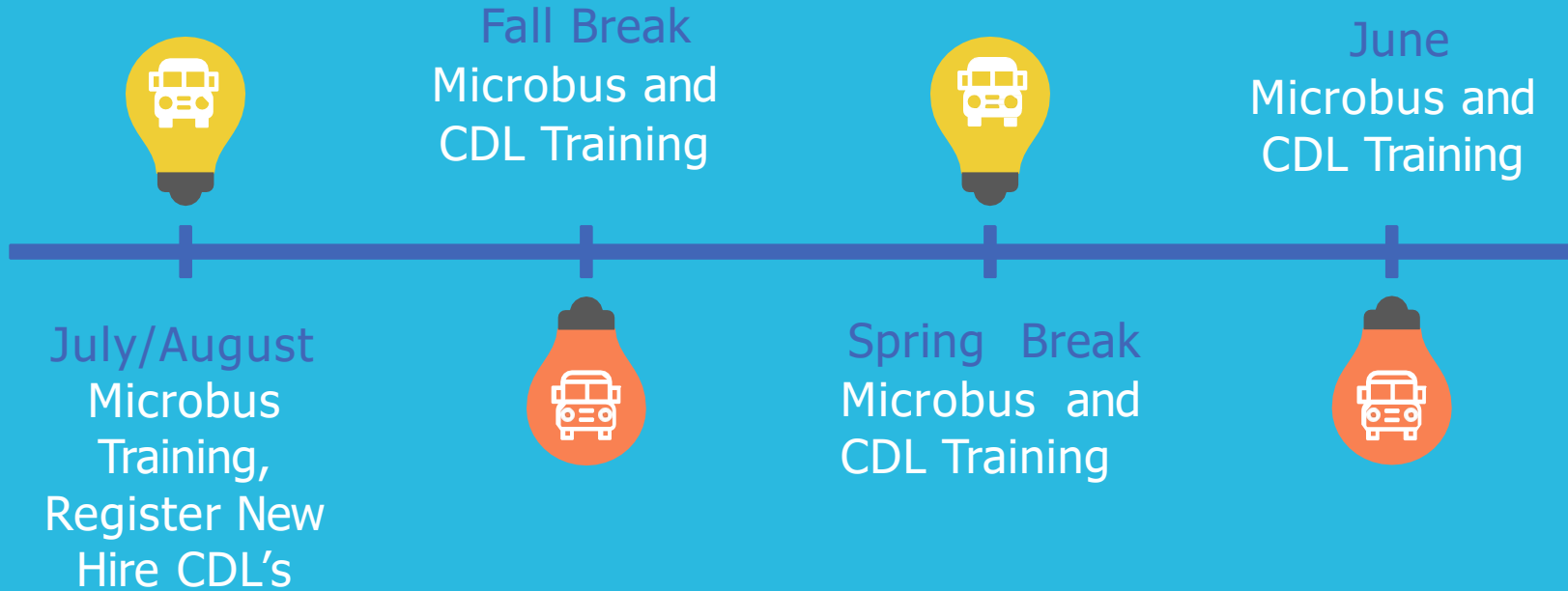
04/24/2026



FT CUTOFF DATE

Trips in May will only be fulfilled if the school can provide a driver.

OKCPS Training Opportunities



OKCPS Transportation Training Supervisor- Markiel Harper, mdharper@okcps.org



NOW HIRING

okcps.org/careers
405-587-RIDE



CDL Training

Offer on-site, paid training



OKCPS is #1

Starting Bus Driver pay is
\$17.00
Top in the state, 2 years
running



Incentives

Full benefits, guaranteed 30
hours/week, extra duty and
overtime opportunities
available



Extra Duty

Teacher Drivers
Coaches/Sponsor extra duty
stipend for transporting to
competition (CDL only)



10
Days

**Need documentation and request 10
business days prior to trip.**



OKCPS Transportation Dept. Page

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[okcps.org- Departments- Transportation](https://okcps.org/Departments/Transportation)

405-587-RIDE

