



Department of Transportation  
**FIELD TRIP GUIDELINES AND INFORMATION**

**FIELD TRIP REQUESTS MUST:**

- Be typed and submitted on the transportation request and approval form
- Provide required signatures:
  - Requestor
  - Principal (After the principal approves the field trip, please forward a copy of the form to the transportation office). - Appropriate Director
  - Appropriate Grant Coordinator (if applicable)
- Delivered to the appropriate Office of the Director no less than **FOURTEEN WORKING DAYS (14)** prior to the date of the field trip.
- Submitted to [fieldtrip@portsk12.com](mailto:fieldtrip@portsk12.com) **SEVEN WORKING DAYS (7)** prior to the date of the field trip with the appropriate signatures. The Office of Transportation has the final approval for field trip requests.

It is very important the information listed below is provided to the office of transportation prior to the field trip event (listed on the form or via attachments). The Teacher/Requestor is responsible for communicating the following information to the Office of Transportation.

1. Clear directions to your destination with proper address.
2. Indicate any stops between school and destination. **NO UNAUTHORIZED STOPS.**
3. Indicate whether or not lunch is planned during the trip and where. **NO UNAUTHORIZED LUNCH STOPS.**
4. Indicate the type of school bus to be used for the field trip. Please be sure the number of regular and lift buses needed are clearly indicated as well as identify the number of seatbelts required per students' Individualized Education Program (IEP).
5. School buses will not be used for field trips beyond 84-miles one-way (without pre-approval).
6. List departure time on the form. This is the time you are leaving the school and not the time you are due at your destination.
7. List returning time on the form. This is the time you expect to arrive back at your school.
8. All buses must be back at the school no later than **1:30 p.m.** for drop off.

**THE TEACHER/REQUESTOR IS REQUIRED TO CALL THE OFFICE OF TRANSPORTATION SEVEN (7) DAYS PRIOR TO THE FIELD TRIP DATE TO VERIFY THE TRIP HAS BEEN RECEIVED AND APPROVED. PLEASE CALL THE DAY BEFORE THE FIELD TRIP TO CONFIRM BUS ASSIGNMENT(S).**

**NOTE: SCHOOL BUSES "ARE NOT" AVAILABLE PRIOR TO 9:30 A.M.**  
**PLEASE DO NOT REQUEST A BUS PRIOR TO THIS TIME.**

**The cost for field trip transportation is \$32.00 per hour per bus.** This is for all schools and division-wide events. All bus services will be charged to the school with the exception of school athletics. It will be the school's responsibility to receive monies from outside organizations or other school departments. If trips are not cancelled prior to the driver arriving to the pick-up location, the school will be charged for one (1) full service hour for each bus that arrives by the scheduled time. Verbal or voice mail communication will not avoid a cancellation charge. Notice of trip cancellation must be sent to [fieldtrip@portsk12.com](mailto:fieldtrip@portsk12.com). The school will not be charged for mandatory trips (i.e. Safety Town) cancelled due to inclement weather.

**TRANSPORTATION REQUEST AND APPROVAL FORMS THAT REQUIRE MODIFICATION DUE TO INCOMPLETE/INCORRECT INFORMATION WILL BE RETURNED TO THE REQUESTOR. THE REQUESTOR MUST RESUBMIT A NEW OR REVISED FORM (See above bullet point "signatures required").**

***All requests must indicate the GENERAL FUND ACCOUNT NUMBER funding the trip.***

Field trip driver reports may need to be faxed to the school. Each school is responsible for providing the transportation office the name of a designated contact person for field trips. Field Trips may be denied or rescheduled due to demands for buses for any particular day.

***FIELD TRIPS WILL NOT BE AUTHORIZED AFTER MAY 31<sup>ST</sup> OF CURRENT YEAR.***