

Requests for Transportation

Here are a few guidelines and tips to follow when requesting transportation for field trips and district business:

School Buses

When requesting a school bus for a field trip please be sure to have the form, complete with approval signature, in to the Transportation Department at least 10 working days in advance. If you do not know the location and/or times in advance, please send the request with TBA listed. It is easier to cancel a trip than it is to add a trip last minute. Two full weeks are needed in order to allow our drivers to sign up and have a field trip assigned to them. There are blackout times, in which we cannot accommodate the trip on a school bus. Those are any time before 8:30 a.m. and any time from 1:45 p.m. to 3:45 p.m. on regular schedule days and 12:30 p.m. to 2:45 p.m. on minimum days. These times are when the drivers are transporting students to and from school sites. If your trip must run during these blackout times, and if you choose, we will try to set up the trip on a charter. Keep in mind that we need to set up charter buses quite a bit further in advance. If you have any questions or concerns regarding scheduling school buses, please contact Andrea Ward at Transportation.

Charter Buses

When requesting a charter bus for a field trip it is best to send the Request for Transportation Form to Transportation as early as possible. We need, at the very least, 6 weeks in advance. Charter buses can book fast. Thursdays and Fridays are the most popular and May is the busiest month all year. Our suggestion for any site wanting to take a trip on a charter bus during May is to send the request at the beginning of the school year in order to ensure that there will be a bus available. Please make sure that all forms are completely filled out with the billing information, an authorized signature and mark charter. As soon as Transportation receives the paperwork we will request a bus from the charter company. If there are no charter buses available from any of the charter companies we will contact you to discuss alternate transportation options or dates for the trip. If there is a charter bus available they will send us a confirmation, which we will forward to the contact person for the trip. After sending the confirmation we will wait for a reply that you would like to reserve the bus and we will then book it. The sites are not responsible to create a PO or pay a deposit. Transportation will create the PO and pay the charter company after the field trip has taken place. We will then send a journal entry to the business office requesting reimbursement for the trip. Please do not contact the charter company yourselves for reservations. All transportation requests must come through our department. If you have any questions or concerns regarding charter buses, please contact Tammy McKinney at Transportation.

Vehicle Rentals

When requesting a district vehicle or enterprise rental you will need to fill out and send a Request for Transportation Form to Transportation at least. Please write the names of who will be driving the vehicle on the form in the itinerary section and check the box for rental car/van. If you would like to have a district van, please note that on the form as well. If you are going to be driving a district van, rental or your own vehicle for school business you will also need to fill out a Vehicle Use Form and send it, along with a copy of your driver's license and insurance, to Cindy Crossley at the Business Annex for clearance before you can pick up the vehicle at Transportation. She asks that you please send her this paperwork at least 2 weeks in advance of your trip. You can find the Vehicle Use Form on the Health Benefits-Insurance section of our district website. This form expires when your insurance or driver's license expires. So you will need to update your information with Cindy Crossley every 6 to 12 months depending on your insurance terms. If you have any questions regarding vehicle rentals, please contact Dina Foglio at Transportation.