

Transportation Department Field Trip Procedures for Out of District

Requests:

All trip requests are to be submitted through TransTraks. It is advisable that each organization have limited number of users. First time users please contact Jeannie for user information at jeannie.leininger@gilroyunified.org

Once you are set up with a user name, you will be sent a web link on how to submit a quote for a trip using TransTraks.

Once a trip is quoted, unless transportation denies trip, it will be considered booked unless requestor cancels trip in writing to jeannie.leininger@gilroyunified.org not less than 2 working days prior to departure of trip.

All trip requests for Gilroy Unified are to be booked using TransTraks. Faxed, emailed or phone requests dates are not held pending submission through TransTraks.

If you receive a message after submitting your trip that it is a black-out date, this is because we are booked and cannot accommodate trip on that date.

It is advised to book up to 1 year in advanced, during high volume months March – August and October. Trips can be canceled or modified after original submission up to 2 working days prior to trip departure. Any changes or cancelations are done in writing to jeannie.leininger@gilroyunified.org

Trip request must have a budget string or name, address, phone number of person/ organization responsible for payment.

Question regarding trips can be emailed to jeannie.leininger@gilroyunified.org. If you prefer to call, best times are after 9:00 AM and prior to 2:00PM.

Gilroy Unified School District the rates as of August 1, 2017 will be as follows:

\$43.00 an hours for up to 8 hours or before 5:00PM

\$63.00 an hour for trips over 8 hours or after 5:00 PM or weekends

\$3.00 per mile; mileage is calculated from transportation yard, the duration of trip and return to transportation yard.

Payment is to be received within 30 days of billing. Schools/Agencies not submitting payment in a timely manner will be subject to cancelation/denial of any future trips.

The drivers time start 30 minutes prior to yard departure for vehicle inspection. Time ends after cleaning and post trip are completed, generally about 30 minutes. A group may also be billed if extensive cleaning (excessive garbage, spilled liquids) or damages are caused by passengers during trip.

Cancellation Policy:

Once a trip is quoted, transportation will consider it booked unless requestor sends an email to jeannie.leininger@gilroyunified.org to cancel trip. Trips not canceled at least 2 working days prior to departure will be billed a minimum of 2 hours. If bus shows up at pick up location, mileage will also be charged in addition to the 2 hour minimum.

General Rules:

All passengers are to remain seated while the bus is in motion, this includes staff. If bus is equipped with seat belts, passengers are to wear them at all times while the bus is in motion. Eating and drinking are not allowed on the bus, unless for medical purposes. Any additional stops desired are to be submitted when booking trip, and require approval prior to trip departure. Departure times are to be followed for the timely return of buses for routing purposes.

Emergency Contact:

If an issue arises during a trip or afterhours trips contact Supervisor at 408-205-9918.