

Transportation Department Field Trip Procedures for Inner District

Requests: Can be submitted after GUS # 67 has been completed and approved. All request must include budget string information.

All trip requests are to be submitted through TransTraks. Each school site should have limited number of authorized users in-putting the trip requests. Elementary and Middle School sites should have Office Coordinator, Administrator and a designated back up user. High Schools should have Officer Coordinator, Administrator, Athletic Directors, Music/Choir and ASB clerk as users. This ensures all trips are approved by site administrator, have accurate budget strings for billing purposes, and accurate trip information. 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 page 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 trips for Gilroy Unified are to be booked using TransTraks even when using a Charter Bus company. This is to ensure the legal parameters and financial obligations are met. If requesting charter bus for trip, make a notation on the request screen in the “trip special instructions box” when submitting trip.

Trips using approved volunteer drivers do not need to be submitted using TransTraks.

If you receive a message after submitting your trip that it is a black-out date, this is because we are booked. If your date cannot be changed, we will use an outside agency for your trip and the cost will increase. Trips are accepted on a first come basis.

Dates are not held pending submission through TransTraks. 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.

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 an account number for billing. TransTraks submission is in addition to District Approval process.

Rates:

For Gilroy Unified Schools, rates as of August 1, 2017 will be as follows:

\$38.50 an hour for up to 8 hours or before 5:00PM.

\$55.50 an hour for trips over 8 or after 5:00 PM or weekends.

\$2.75 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.