



FIELD TRIP PROCEDURES

Completed Field Trip Applications must be in the Transportation office no later than 30 days before the planned scheduled field trip. Field trips will not be booked until transportation receives the necessary paperwork from Educational Services. **Field Trip Arrangements will not be made over the phone.**

Please make your field trip arrangements early. Please see the Ed Services Handbook for instructions on filling out Field Trip Applications and Purchase Requisitions. This handbook is located in your school office. Check with your office manager. Please follow the instructions below:

1. Fill out the field trip application and a **Purchase Requisition**. Make certain that all information is correct and complete. Have principal sign and date.
2. Send completed forms to Educational Services **30 days prior to the trip**. They will be checked for accuracy, approved, signed and sent to transportation. If paperwork is incomplete, Educational Services will return paperwork to the site. Trips will not be booked until transportation has all completed paperwork.

When Transportation receives the paperwork from Educational Services your trip will be booked and a return copy of your field trip application will be sent to your school with the vendors name and an estimate of the cost. If WSD drivers are doing your trip, you will not have a cost on your copy. Accounting will bill the appropriate budget after the trip has been taken. Any changes to booked field trips must be made in writing to transportation either by email or fax. Transportation will no longer be accepting faxes of field trips. Please send originals only.

All field trips whether walking or taking the city bus must have an application that goes through the proper channels. We will try to do some of your field trips with District drivers. We have buses available from approximately 9:00 a.m. to 1:00 p.m. No District buses on Wednesdays. If District drivers are not available, various contractors are used. As usual when we arrange your trip we take into consideration all factors such as time, distance, cost, availability and terrain. The Transportation Department's hourly rate is as follows: \$36.45 per hour plus \$2.60 per mile.

If you have any questions, please contact Transportation at ext.1110, or send an email.

Note: WSD drivers will not be responsible for loading and unloading ice chests, boxes, band equipment, etc.