Edulog eFieldTrip Remote

"Best Practices"

For School and Athletic Field Trips

CCPS Transportation Department

Tips for Success!

Before logging in to request a trip, make sure you have the following information:

- Login information
- Departure date
- Destination address
- Mileage to your destination
- Contact person
- Number of students and adults traveling
- Payment source

Requesting Field Trips

All field trips should be ***submitted 10 days prior to the trip date*** to allow for proper approval and driver assignment. Trips submitted less than 10 days prior to departure date will automatically be placed on hold in a saved status. When trips are in a saved status, you **MUST:**

- Email fieldtrips@clayton.k12.ga.us for the trip (include the Request ID number) to be submitted and updated from "Saved" status due to the late entry of the field trip.
- Once the trip is "Submitted“ by the Field Trip Team, the requester needs to email the appropriate Area Superintendent for trip approval in the system.
- Once the trip is approved by the Area Superintendent's office, the requester must email fieldtrips@clayton.k12.ga.us to notify the Field Trips team that the trip has been approved and is ready for assignment if you have not received a trip ready reply.
- Once the trip is approved, Transportation will assign a driver.
- When your request has been fulfilled and a driver assigned you will receive a response to your email with a copy of your scheduled trip.
- Please monitor the status of your field trip requests to ensure it receives all approvals for driver assignment.

Field Trip Hours of Operation

Please keep in mind all drivers are transporting students to and from school between the hours of 6:00 am- 8:45 am and 2:00 pm- 5:00 pm daily.

- Trip requests for day trips must be scheduled between the hours of 9:00 am and 1:30 pm or after 4:30 pm.

- Exceptions to this rule will be approved on a case by case basis. In the comments section of the trip request, put the reason for the early departure and the nature of the activity for approval.

Additional Information

- Cancellation of a Trip:

  Call the Field Trip supervisor as soon as possible. If the driver arrives at the school the school will be billed for two hours.

- Overnight Trips:

  Schools and/or Programs are required to pay for the Driver's accommodations (room and meals).

Field Trip Requirements for Billing

- For billing purposes, please select the proper school program from the drop down options (ex. Riverdale HS CTAE, Riverdale HS, or Riverdale DES) and the department to designate the correct approval workflow and funding source.
- When multiple groups or schools are used, please select the percentage rate for each. This information will help invoice accordingly.

Field Trip Rates

Bus Maximum Capacity (including chaperones)

- Elementary 55 students
- Middle 48 students
- High 48 students

Mileage rate

- .66 cents per mile

Driver rate

- $39.52 per hour

Dead Head fee

- $15 per bus

Overnight

- Schools are responsible for securing and paying for the drivers room and meals during an overnight trip.

Overview

- Who enters field trips at your school? Make sure that person is properly trained. Have a back-up person if the individual is unavailable to enter the field trip request.
- Verify data entry of field trips for accuracy.
- Make sure all trips are entered into Edulog's **eFieldTrip** system.
- Monitor your trip approvals in eFieldTrip to avoid last minute scheduling issues.
- Multiple trip invoices can be sent on one check and always include the full invoice slip with any payments.

TRANSPORTATION CONTACTS

SHEILA TURNER, FIELD TRIP SUPERVISOR, EXT 772116
MELODEE ENFINGER, FIELD TRIP DISPATCHER, EXT 772109
RENEE KNIGHT, BUSINESS ANALYST, INVOICE INQUIRIES, EXT 770129
TRINA MCCALLA, ADMINISTRATIVE ASSISTANT II, INVOICE PAYMENTS, EXT 770122