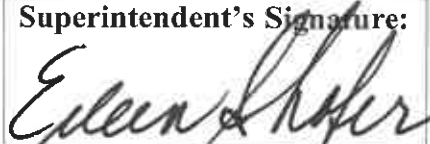




Standard Operating Procedure

Subject: Field Trips	Effective Date: September, 2022	Page(s): 1 of 2
Department(s): Office of Central Registration, Student Assignment Services & Transportation	Approved: Eileen F. Shafer, M.Ed. Superintendent of Schools	Superintendent's Signature: 

I. Purpose:

To establish procedures for scheduling field trips.

II. Authority:

The Superintendent of Schools

III. Terms and Conditions:

All field trips must be entered into Versiform for approval by the Principal and Assistant Superintendent.

IV. Procedure:

- a. Log into Versiform. Fill out all necessary areas to request a field trip. Wait for approval from the Principal and Assistant Superintendent. Once approved by both, follow instructions in Part C if transportation is needed.
- b. If a field trip location is not in the dropdown in Versiform, please follow these steps before proceeding:
 - Complete the field trip request form.
 - Submit the completed and signed form to the corresponding Unit Assistant Superintendent for approval.
 - Once approved, it will be submitted to Academic Services/Superintendent's office for board approval.
 - Once board approval is obtained, the field trip location will be added to Versiform. **Please be mindful of the board of education meeting cutoff dates when scheduling field trips.**
 - Once the field trip is in Versiform, follow Part A and C if transportation is required.
- c. If yellow school buses are needed, the field trip organizer will contact the bus company to secure the date and price. You must contact the First/Lowest Bidder company bus first. If the First Bidder company cannot fulfill the request, call the Second lowest bidder. Once the bus(es) and total price are confirmed, you may create a Purchase Order.

If you require a Coach bus, please contact the transportation department who will obtain quotes from various bus companies to secure bussing.

1. First/Lowest Bidder: **Aldin Transportation** Phone: 973-925-5000 Email: aldintranscorp@gmail.com \$89.00 per hour - If a bus aide is needed, add an additional \$68.00 per hour
2. Second lowest bidder: (should only be used if first/lowest bidder is unavailable)
Joshua Tours Phone: 862-899-8333 Email: office@joshuaschoolbus.com \$130.00 per hour - If a bus aide is needed, add an additional \$30.00 per hour

NOTE: If both bus companies (First and Second Bidders) cannot fulfill the request, please contact the transportation department, who will try to obtain a bus for your trip. You may reach them at 973-321-0830 or transportationdept@paterson.k12.nj.us. You may **not** contact a different bus company to secure buses on your own.