



SAN ELIZARIO INDEPENDENT SCHOOL DISTRICT

A Proud Community of Champions – Soaring to Excellence



Transportation Department Field Trip Request Procedures

In order to ensure a safe and enjoyable field trip, please adhere to the following:

Approved field trip request must be received by the Transportation Department at least ten (10) calendar days prior to the trip. Documentation of the trip request and related costs will be submitted to the Finance Department once the trip has been completed.

The request will be submitted by the requesting party through Frontline and routed to campus administration for approval. Once approved, it will be routed to the Finance Department. After receiving approval from finance and all the necessary parties through Frontline, the Transportation dispatcher will be notified via email. The dispatcher will then access Frontline to review, print, and assign the field trip. It is crucial to check the weekly field trip schedule, which is emailed every Tuesday by the Transportation dispatcher. If your field trip is not listed on the schedule, it indicates that it has not been approved. In such cases, please investigate to see who needs to approve your field trip request.

1. Requests for trips during school hours can only be made between 8:00 a.m. and returning at 2:00 p.m. (Athletic trips and UIL activities are exempt from the timeframe). Buses must be back at their campus no later than 2:30 p.m. in order for drivers to conduct their elementary routes. If a field trip request is cancelled, or changes must be made, please call ext. 3982 or ext. 4665, and please notify Transportation via email when field trips are cancelled. If a trip request is not cancelled 24 hours prior to event, charges to the appropriate department or campus may apply.
2. Upon returning to the district, students will be dropped off at the designated campus or location. Sponsors / Coaches will accompany the students on the bus until all students are dropped off at the designated location(s).
3. Please indicate on the trip request form all location passengers are going to attend, number of students attending and the time(s) of event(s). Do not deviate from destination without campus Principal and Transportation Supervisor's approval.
4. Please have a staff member confirm the trip request at least three days before the trip at ext. 3982 or 4665.

DEPARTMENT OF SUPPORT SERVICES



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Important Note: When obtaining lunches for students going on a fieldtrip, it is the campus responsibility to ensure that arrangements are made with the cafeteria manager, inclusive of equipment needs and loading of goods.

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