

## **SKSD Field Trip Request Procedures and Guidelines**

The purpose of this information is to help establish uniformity and streamline the submission of field trip requests. If you have any questions, please contact Josh Smith by phone at (360) 874-7095 or email at [smith@skschools.org](mailto:smith@skschools.org).

### **Accessing and Submitting Field Trips**

All Field Trip requests are submitted thru Tripfinder. To access Tripfinder, go to the South Kitsap School District website:

- Login using your District network ID and password.
- Navigate to: Menu, Departments, Transportation Services, Quick Links, Field Trips.
- Click the link for TripFinder System.
- Ensure you select the correct data source.
  - At the bottom left, click the three dots icon.
  - Click the ellipses icon.
  - Select **25-26 Plus** from the drop-down menu.
  - Click Apply.

After logging in, select “Submit New Request” in the upper right and input your information. NOTE: several fields are *required* to be filled out. You will not be able to submit your request if any of these fields are left blank. When complete, press “Save & Close” at the bottom of the page. **If you are having trouble logging in, please contact Josh Smith.**

### **Preferred Time of Day for Scheduling a Field Trip:**


Scheduling Departure and Return Times

- Morning departure times should be no earlier than 9:30 am
- Return time back to the origin school should be by 1:15 pm or after 4:45 pm
- The best times to schedule a field trip are as follows:
  - Between 9:30 am and 1:15 pm
  - After 4:45 pm
  - ***Field Trip requests outside these hours can sometimes be completed. Please contact us and we will do our best to accommodate your request.***
- Weekends, holidays, and non-school days are open to virtually any timeframe.
- **LATE START WEDNESDAY**
  - The *earliest* departure time for a field trip on a Late Start Wednesday is 10:15 am

Multi-Day Trips

- If your field trip requires a drop off on one day, and pick up another day, please submit *two* separate requests in Tripfinder.
  - Example: students from Burley Glenwood are being dropped off at Camp Seymour on the 16<sup>th</sup> but will not be picked up until the 18<sup>th</sup>

### **Request Restrictions**

- **Only 1 (one) non-athletic Field Trip will be approved per day during the school year.**
- To view available days/dates, please access the field trip calendar in Tripfinder. Click the  icon in the upper left under “Field Trips”.
  - At this point you may choose to look at either Day, Week, Month or List
  - This is an excellent tool as it will allow you to see what field trips have already been requested on specific day(s).
  - ***Additional Field Trip requests may be granted by exception. Please contact us and we will do our best to accommodate your request.***

### Billing Rates and Estimating the Cost of Your Trip

Billing Rates – Posted under the Field Trip quick link on our website.

- Bus = \$1.82 per mile driven
- Flat hourly rate = \$68.53

If you wish to *estimate* the cost of your field trip, refer to the Field Trip Quick Link and select the blue “Field Trip Estimator” link. Please read carefully and fill in the blanks.

### Selected Clarifications by Section

#### CONTACT:

Contact Person

- This should be the individual requesting the trip **and/or** the district employee taking the lead... coach, instructor, teacher, etc.

#### DEPARTURE:

Departure Time

- This is the time you would like to depart your **school**.

Return Time

- This is the time you expect to depart the **venue**.

Notes

- Please input *all* notes or additional information you want to convey about the trip in *this* “notes” section. Consider the following:
  - Are special needs buses and/or accommodation of wheelchairs needed?
  - Are you going to multiple destinations during your trip?
  - Will you require a bus with an undercarriage?
  - Is equipment that is out of the ordinary or oversized to be transported?
  - Do you plan on stopping for a meal on the way to/from your destination?

#### TRIP DETAILS:

Classification - There are six types of trips:

- Drop and Return
  - The bus will drop students at their destination and return to base or a route.
  - Bus will return for pick-up before you expect to depart the venue.
- Drop Only
  - Students are to be dropped off at their destination.
  - **No return trip is necessary.**
- Return Only
  - Students *only* require transportation from the venue *back* to their school of origin.
- Shuttle
  - These are typically to a destination within the district or greater Port Orchard area and do not require transportation back to the school of origin.
  - Example: Cedar Heights is traveling to JSMS for a sporting event and parents are picking the students up at the conclusion of said event.
- Stay on Site
  - Bus is to stay on site and wait for the students for return to school.
- Van
  - Staff will be driving a SKSD van.

### **INVOICE INFORMATION**

Click on the + sign to open the Add Invoicing Information window.

- Select the account code that you would like billed.
  - Please ensure you have selected the correct account code.
- Account codes use the following format (example only)
  - 10 E 530 1111 22 3333 4444 5555 6666 7
- ALL digits must be accounted for
- **If the account code is left blank or is missing any digits, the trip request will be declined.**

### **Trip Submission and Approval**

After submitting your request, it will be reviewed, and a status assigned. The status will update as the approval process progresses.

- Level 1 – Request Submitted (yellow)
  - Trip has been submitted, but not yet been reviewed.
  - As the requestor, you can still cancel the request or make changes (times, address, etc.)
- Level 2 – Request Approved (beige)
  - Trip has been reviewed.
- Level 3 - Request Approved (purple)
  - Trip is pending driver assignment.
- Level 4 – Request Approved (cyan)
  - Additional logistics are being worked on.
  - Trip is still pending driver assignment.
- Canceled – Request Canceled (brown)
  - Trip has been canceled.
- Declined by Transportation (red)
  - Trip has been declined and you will be notified.
- Transportation Approved (green)
  - Drivers and buses have been assigned.
- Completed – Request Completed (blue)
  - Trip has been completed.

Please take note: even though a trip may be “Transportation Approved” (green), school/home routes will always take precedence over a field trip. As a last resort, if an assigned Field Trip Driver is needed for a school/home route, then the approved field trip may be canceled. We will contact/advise you as soon as possible if this should occur.

### **Student Behavior, Expectations and Supervision**

- At least one adult is required to ride the field trip bus with the students.
  - *This includes in-district shuttles.*
- Please ensure you have an adequate number of adults in relation to the number of students.
- Standard school bus behavior is expected on all field trips. This includes, but is not limited to, the following:
  - Keep conversations/noise to a classroom appropriate volume.
  - No eating or drinking.
  - Stay seated.
  - Keep your hands/feet to self.
  - No trash or debris is to be left on the bus.

### **Other**

#### Charter Buses

- Notate in the “Departure Notes” that you would like your trip chartered.
- Please email me *immediately* after submitting your request. The earlier I can contact the charter company, the greater the chance of getting the charter scheduled.
  - Please provide an itinerary.
  - If traveling overnite, have you booked room(s) for the charter bus driver(s)?

#### Bus Capacity

- Our field trip buses can accommodate the approximate number of riders:
  - Elementary School – up to 84 at three per seat
  - Middle School – up to 70 at two/three per seat
  - High School – up to 56 at two per seat
  - Please ensure you request an appropriate number of buses.
- Special Needs bus capacity can vary, depending on whether wheelchair transportation is required and the number of riders in each seat. Approximate capacity is 10 riders, *excluding* wheelchairs.

#### Van Requests

- Van requests are submitted thru Tripfinder the same as field trips.
- Vans will accommodate up to 10 riders, including the driver.
- Current van rate is \$0.98 per mile driven. Excluding tolls.
- Drivers will need to submit the following prior to being issued van keys.
  - T-15 Written Assurance
  - Proof of insurance
  - Copy of driver licence
- Please include the names of any staff that may be driving.
- Vans are to be swept and free of debris upon returning to base.

#### Inquiring About Your Trip:

- When emailing me regarding your field trip(s), **please** put the Trip ID Number in the subject line of your email.

***If you have any questions, or trouble logging in, please reach out to:***

#### **Josh Smith**

Field Trip Coordinator  
SKSD Transportation Services  
360-874-7095  
[smith@skschools.org](mailto:smith@skschools.org)