



Field Trips

**How to request the use of a district vehicle
(school buses and warehouse trucks)**

With **Travel Tracker**

Please have the following information ready prior to requesting a field trip:

- District Username & Password
- Date and Time of trip
- Correct funding
- Destination
- Number of students and chaperones attending
- Equipment needed (incl w/c)
- Teacher name and phone #

On the day of field trip:

- Customer must provide student roster to driver
- Customer is responsible for locating bus parking and paying fee



Field Trip Guidelines

- Daytime trips times are strictly available from **10:15am to 1:00pm** (buses must be unloading at the school by 1pm)
- Evening trips are available starting at **5:30pm** or later
- You cannot enter a trip under 10-day window. You will need to send an email to Trip Clerk Shannon Hunter with all the details of the trip: huntersha@pcsb.org (This does not guarantee approval, the email is still a request!)
- Trip destination must be in Pinellas County during the school day. Consider the distance when planning a trip.
- Bus capacity: ES 65, MS 55, HS 43 – Subtract 2 students for each adult you add
- Chaperone rule: 1 adult per 10 students

Cost of Field Trips

- Charges starting August 1, 2026 are **\$2.00** per mile + **\$46.00** per hour + driver prep fee (day trips \$23.00, night/weekend \$46.00)
- 2 hour minimum for day trips, 4 hour minimum for night/weekend trips
- Beginning for the 26/27 school year, there will be a flat \$25 Administration Fee added to **all** trips.
- Please remember to cancel trips 24 hours ahead of time - **If you don't cancel you will be charged the minimum hours + prep fee**
- There is a Trip Estimator built into Travel Tracker where you will be able to see and print an estimate for each trip (more about this on slide 12)

Cancelled Trips

When a trip is cancelled, contact Shannon Hunter via email (huntersha@pcsb.org) *as soon as possible*. Trips should be cancelled at least 24 hours prior to the scheduled trip, but we understand last minute emergencies happen. In the event that your trip must be cancelled last minute, contact Shannon or Dispatch ASAP.

Cancelling the trip in Travel Tracker does not actually cancel the bus, and it does not notify anyone in Transportation that you've cancelled. Only an email to Shannon will fully cancel a trip.

If the bus(es) you reserved arrive at the school and you cancel on site, you will be billed a cancellation fee:

Daytime trips are charged the minimum 2 hours, plus 30 minute prep fee.

Night and weekend (and summer) trips are charged the minimum 4 hours plus 60 minute prep fee.

If you are attending a county-wide trip (ex: Mahaffey) and the event is cancelled or changed, it is NOT the venue's responsibility to cancel the bus, ***it is the school's responsibility to cancel the bus.***

Mahaffey/Music Dept will not pay for a cancelled bus even if they were going to pay for the trip!



How are you paying for your field trip?

You will choose a **fund** from the drop-down box. These are the most common funds that we use:

- **"School Internal Funds"** When paying with a school check
- **"Discretionary Sch Acct Strip"** When using a cost strip. The full cost strip will need to be entered in the Budget Code box before trip can be approved.
- **"Athletics 2610-6053"** Coaches use for athletic trips
- **"Music - General"** For music trips that are pre-approved by the Music Dept.

If you don't know what fund to use, please contact us.

How are you paying for your field trip?

If you are working with another PCSB department who is funding your trip:

- **Ask for the Fund name.** Some departments have multiple funds they pay out of, make sure you ask for the right one.
- **Ask for the full cost strip.** The cost strip will need to be entered in the Budget Code box before trip can be approved.
- **Confirm the cost strip is for your school.** If you are given a cost strip with ccxx or xxxx, confirm where to enter your 4-digit school code.
- **Mahaffey Theater:** Not all trips to Mahaffey are funded under 'Mahaffey Theater Foundation'. Do not choose it by default for Mahaffey trips.

If you don't know what fund to use, please contact us.

To get to the Travel Tracker website go to PCS home page pcsb.org
Click on the **Families** dropdown arrow, then select **Transportation**

The screenshot shows the Pinellas County Schools website. The header includes the Pinellas County Schools logo, navigation links for Families, Students, Community, and Staff, a yellow 'SCHOOLS' button, and a search bar with a 'MENU' button. A red arrow points to the 'Families' dropdown arrow. The dropdown menu is open, showing options: Directory of Schools, Enroll, Family & Community Engagement, Forms for Parents, Parent ID & Password, Tech Resources, and Transportation. Another red arrow points to the 'Transportation' option. The main content area features a large image of a teacher interacting with students, with the text 'Teacher Appreciation Week' and a 'Learn more' link. The URL 'https://www.pcsb.org/families2' is visible at the bottom left.

Pinellas County Schools

Translate Calendars School District

Families Students Community Staff SCHOOLS Q MENU

Directory of Schools
Enroll
Family & Community Engagement
Forms for Parents
Parent ID & Password
Tech Resources
Transportation

NEWS

Teacher Appreciation Week

Pinellas County Schools thanks our teachers for imparting knowledge and inspiring our students every day. You make our district a special place to learn.

Learn more

<https://www.pcsb.org/families2>

Food and Nutrition

Instructional Materials

Maintenance and Warehouse

Pinellas County Schools Police

Real Estate and Facility Leasing

Safety and Security

Transportation



Bus Drivers & Bus Assistants

Bus Bulletin - Notification System

Field Trip and Truck Request

Free PSTA Bus Rides

Ridership Form FAQs

Routing

Transportation FAQs

Frequently Asked Questions

GET ANSWERS TO YOUR QUESTIONS ABOUT PCS BUS
TRANSPORTATION

Each year, PCS school bus drivers travel 9.1 million miles and transport approximately 25,000 students to and from school. This also includes driving nearly 3,300 extracurricular trips each year. District drivers carry up to 75 students on a ten-ton vehicle down some of Florida's most congested roads. The district has 333 buses with approximately 297 bus drivers. We have over 75 drivers with ten years or more of safe driving records and 21 who have fifteen years or more of safe driving records.

Click on Field Trip Request



Interested in becoming a
Bus Driver?

Get more information ►

Transportation Resource Links

Field Trip and Truck Request

Terms and Conditions for Requesting a Field Trip Bus

Please have the following information ready prior to requesting your trip in the Travel Tracker website:

- Date of trip
- Time of trip (10:15 am-1 pm or 5:30 pm and after)
- Exact trip location
- Correct funding information
- Number of students and chaperons attending

Please **DO NOT** SEND CHECKS to the accounting department at the administration building.

I ACCEPT THE TERMS AND CONDITIONS PRIOR TO REQUESTING A FIELD TRIP BUS



User ID:

vandurmep

Password:

.....

Sign in

Pinellas County Schools FL personnel please sign in using your network user id and password.



[Need Help?](#)

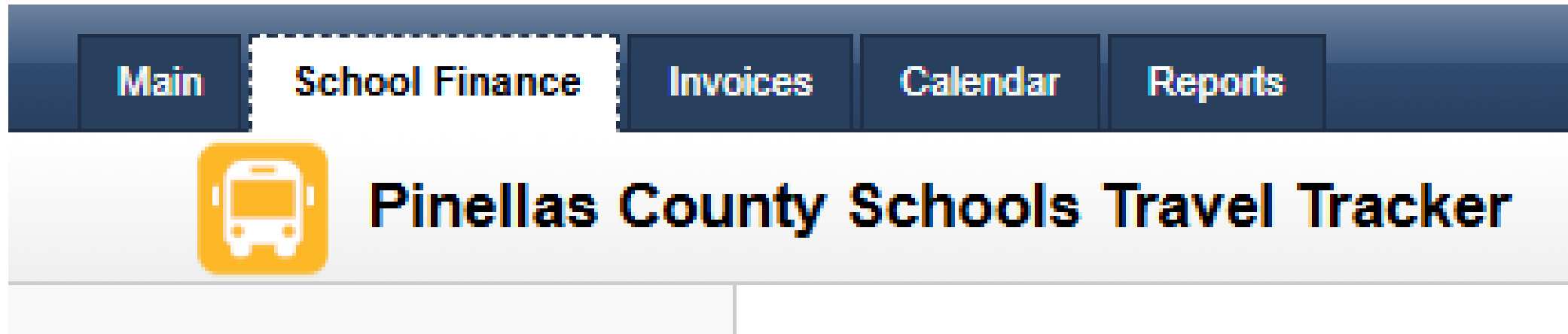
(Click "Need Help" and register for the portal or send your request to support@app-garden.com)

This application works best in Chrome, Safari or Firefox!

[TransACT Privacy Policy](#)

By signing in you agree to the terms and conditions

**Use your district ID
and Password to sign in**



Travel Tracker Access, Roles, Abilities, and Limitations

For schools, Travel Tracker only has one role available. If your school works with School Business Services for your bookkeeping, and you want them to have access for invoicing and payment, that means the school will not have access to view invoices, trip status, etc.

If your school wants full access, you will be responsible for coordinating with SBS for sending payment.

When you log in, these should be your available tabs. If you do not see this, if you are a new bookkeeper, or have moved/added schools and do not see the schools you support, please contact either Shannon Hunter or Lisa Smith for help.

ENTER YOUR TRIP

Go to Main Tab/Submit Request
As you enter info the page will populate

Look for links to tutorials if you need help



Getting Started With the Travel Tracker

Welcome: mohneyk@pcsb.org Logout

Main School Finance Invoices Calendar Reports

 **Pinellas County Schools Travel Tracker**

Submit a Request

Your Trip Requests

Your Trip Requests With Nbr

Your Assignments

Save

Fields preceded with * are required fields. These will be highlighted in yellow if they are not populated.

Travel Request Form

Welcome to Pinellas County Schools Travel Tracker. Within this software, you can submit student field trip requests and reserve a PCSB yellow school bus for a field trip or athletic event. Transportation questions and changes please contact Shannon Hunter huntersha@pcsb.org. Questions about entering trips, funding & invoices contact Pam VanDurme vandurmep@pcsb.org 727-547-7108. If you have Technical issues with the software, please use the Support/Training Links located in the upper right hand corner.

Special equipment needs (car seats, harnesses, cam wraps, etc..) for VPK, PK and ESE must be ordered in advance by contacting Renee Daniels: danielsre@pcsb.org

Field Trips start date for 2024-2025 school year: Aug. 26, 2024 - End date: May 15, 2025

Regular school year: Daytime field trips are between 10:15am - 12:30pm (buses must be back to school by 1:00pm) Evening trips begin at 5:30pm
Saturday trips must be 7:00am or after.
You can view your estimate in the trip - Click on the Estimator arrow to open. *New Rate 8/1/24*: Mile rate \$1.60 + Hourly rate \$44.00 + Prep fee (\$22.00 day trip, \$44.00 night/weekend) 2 hour minimum day trips, 4 hour minimum night/weekend trips.

IF YOU ARE PAYING BY SCHOOL CHECK: PLEASE WAIT UNTIL YOUR TRIP INVOICE IS "APPROVED FOR PAYMENT". DO NOT PAY FROM THE ESTIMATE. Thank you.

Checks payable to: Pinellas County School Board
SEND (PONY) PAYMENTS TO: WPSC - Fac. & Operations - Pam VanDurme

* Category

☒ Travel With Students

* Type of Trip

Select ▼

Start here by indicating what kind of trip it is: "Athletics" or "Field Trip"

FILL IN ALL FIELDS WITH ASTERISK

When you get to the end/bottom CLICK ON SAVE

SaveCreate Duplicate Request

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Checks payable to: Pinellas County School Board
SEND (PONY) PAYMENTS TO: WPSC - Fac. & Operations - Pam VanDurne

Trip Number

4398

* Category

☒ Travel With Students

* Type of Trip

Field Trip ▼

* Field Trip Event

☒ Day Trip ☐ Marching Band ☐ Night/Weekend ☐ Overnight trip ☐ Field Stops

☐ ROTC ☐ Route

Trip Leave

* Date

1/17/2025

Friday

* Time

10:15 AM

Trip Return

* Date

1/17/2025

Friday

* Time

12:30 PM

Trip Year/Week: 2025-03

ALL buses must be back TO the school by 1:00 PM for all day field trips.

* Overnight or Out-of-State

☐ Yes ☒ No

* Comments

Enter any comments about this trip that is important for the driver to know such as pick up and drop off location. Also, indicate the group, club or organization that is traveling, and any information about parking at the destination. This information will print on the trip ticket for the driver.

Pull around to the front car circle for pick up and drop off.

* Your School/Dept

1341 Frontier Elementary ▼

6995 Hopedale Ln., Clearwater, FL 33764-7073

Keep entering info until you
get to the bottom of page
and click on SAVE

Click on
"Trip Estimator"
to open estimate

Person Submitting Request		parrulliv@pcsb.org	
Date Submitted		Aug 16, 2022, 8:27:07 AM	

▼ Trip Estimator (click to open and enter additional information for estimating trip cost)

The trip estimator provides an estimate based on the information entered on the trip request as well as additional information entered into the boxes below. This estimate is for planning purposes only and the actual cost of the trip may vary. Costs such as the driver costs and/or substitute costs may not be billed through this system depending on how your district invoices but will provide approvers with an overall estimate of all costs involved.

Compute

Print Trip Estimate Only

Complete all required fields before computing

Trip Nbr	205	Leave Date/Time	9/9/22 5:30 PM	Approx Mi Round-Trip	13.86
Nbr Vehicles Needed	2	Return Date/Time	9/9/22 11:00 PM	Destination	0711 Clearwater High

# Vehicles	2.00	
Round Trip Miles Per Vehicle	13.86	
Total Miles	27.72	
Cost Per Mile	\$1.75	
Additional Cost Per Mile	\$0.00	
Mileage Cost	\$48.51	
Fuel Cost	\$0.00	
# of Students	36	
Venue Cost Per Student	0.00	
Venue Cost	\$0.00	
Driver Hours Per Driver	5.50	☐ Check here to retain driver hrs
District-Wide Driver Rate	Standard ▼ \$34.50	
Driver Costs		\$379.50
# of Substitutes or Assistants	0	
Substitute/Assistant Cost Per Person	0.00	
Substitute/Assistant Costs		Computed \$0.00
Standard Trip Fee		(Std fee * Nbr Veh) \$0.00
Other Costs		0.00
Estimated Trip Cost		Computed \$428.01
Cost Per Student		Paid by Student 0 Computed \$11.89 Compute

After you enter your trip

- Your trip will be pending until it is approved by funding approver and transportation
- You will have the ability to track the approval, see the estimate and see the vehicle assignment within the software
- The field trip clerk will assign driver(s) 2 weeks before the trip takes place
- **Any changes to the trip must be sent to the trip clerk by email.**

Reasons for your trip to get denied ☹️

- Not within the time frame, funding not correct, trip outside of the county on a school day, or too far to travel within **10:15am to 1pm**, too few buses for the student load expected, etc. Email the field trip clerk for more information.

You may want to consider an outside bus service for trips outside our time frame or area.

Viewing your trips in Travel Tracker

This is how your trips will look as a bookkeeper

Welcome: dawsonpe@pcsb.org Logout

[Main](#)[School Finance](#)[Invoices](#)[Calendar](#)[Reports](#)

 **Pinellas County Schools Travel Tracker**

[Submit a Request](#)[Your Trip Requests](#)[Your Trip Requests With Nbr](#)[Your Assignments](#)

Submitter: dawsonpe@pcsb.org

Trip Nbr:

☒ All Trip Dates ☐ Trips From This Day Forward

Sort By: ☒ Pickup Date ☐ Trip Nbr ☐ Location ☐ Submitter ☐ Vehicle Type ☐ Date Submitted (Latest First)



Requestor Information	Trip/Status/Next Approver	Leave/Return	Type/Destination/Funding	Nbr Needed/Owner	Assignments
2381 Midtown Academy Sub By: dawsonpe Sub Date: 9/19/23, 10:15 AM Teacher: Penny Dawson Grade: K	2051 Approved Adlts: 6 Stds: 37 Bid: Zone South	10/25/23 10:15 AM 10/25/23 1:00 PM Yr/Wk: 2023-43 Total Hrs: 2.75	Field Trip Day Trip GREAT EXPLORATIONS Overnight or Out-of-State: No Fnd Src: School Internal Funds	1 School Bus huntersha Lift?: No External Trans?:	000 Transportation Driver: GIESELMAN, BARBARA
2381 Midtown Academy Sub By: dawsonpe Sub Date: 10/26/23, 12:19 PM Teacher: Brittany Mccrea Grade: 2	2317 Approved Adlts: 8 Stds: 81 Bid: Zone South	11/6/23 10:30 AM 11/6/23 1:00 PM Yr/Wk: 2023-45 Total Hrs: 2.50	Field Trip Day Trip MAHAFFEY THEATER Overnight or Out-of-State: No Fnd Src: Mahaffey Theater Foundation	1 School Bus huntersha Lift?: No External Trans?:	000 Transportation Driver: JONES, CHANTEL
2381 Midtown Academy Sub By: dawsonpe Sub Date: 12/12/23, 12:40 PM Teacher: Brittany Mccrea Grade: 2	2623 Approved Adlts: 8 Stds: 81 Bid: Zone South	1/16/24 10:30 AM 1/16/24 12:30 PM Yr/Wk: 2024-03 Total Hrs: 2.00	Field Trip Day Trip MAHAFFEY THEATER Overnight or Out-of-State: No Fnd Src: Mahaffey Theater Foundation	1 School Bus huntersha Lift?: No External Trans?:	000 Transportation Driver: Adams, Raymarcus 000 Transportation Driver: LONG, CHARLES
2381 Midtown Academy Sub By: dawsonpe Sub Date: 3/25/24, 3:09 PM Teacher: Olivia Barrett Grade: K,1,2,3,4,5	3133 Approved Adlts: 2 Stds: 18 Bid: Zone South	4/4/24 10:15 AM 4/4/24 1:00 PM Yr/Wk: 2024-14 Total Hrs: 2.75	Field Trip Day Trip The Kind Mouse Overnight or Out-of-State: No Fnd Src: School Internal Funds	1 School Bus huntersha Lift?: No External Trans?:	000 Transportation Driver: EVANS, DARREN
2381 Midtown Academy Sub By: dawsonpe Sub Date: 4/4/24 9:39 AM	3174 Approved	4/16/24 10:15 AM 4/16/24 1:00 PM	Field Trip Day Trip SUNRISE BOWLING LANES	1 School Bus huntersha Lift?: No	000 Transportation Driver: Dandy, Denisha

Trips that are “Approved for Payment” can be viewed on the “School Finance” tab (invoicing is done at the beginning of the month).



School Finance Tab

How will I know if I have trips that are ready to be paid?

Under “Status” choose “Approved for Payment” in the drop-down menu. This will show trips that are ready to be paid by school check.

Only the “Approved for Payment” status is valid for payment, and this can take up to a week after the trip!

School Secretary/Bookkeeper

Pinellas County Schools Travel Tracker

Pending Payment

- Trip Inquiry
- Assignment Inquiry
- Require Third Party Payment
- Vehicle Mileage Not Entered

Tips for Paying Invoices

Req Loc: My Locations | Sts: Approved for Payment | Dt App: All | Dt Snt: All

Trp Typ: All | FT Evnt: All | Ath Evnt: All

Trip Nbr: All

Sort By: ☒ Pickup Date ☐ Requesting Location ☐ Trip Nbr ☐ Vehicle Type ☐ Vehicle Owner ☐ Vehicle Nbr

Print

Total Cost of Assignments Using Criteria Above:

Total Checked "Sent" Below:

Enter check number to be used when marking assignments below as "Sent":

Confirm Changes **You must confirm your changes before you leave this page.**

Trip Nbr/Req Loc	Pkup/Return	Trip	Vehicle
416 0321 Belcher Elementary Sub By barrk	12/9/22 10:15 AM 12/9/22 12:30 PM	Field Trip LARGO CULTURAL CENTER Grade 1	School Bus Owner huntersha
416 0321 Belcher Elementary Sub By barrk	12/9/22 10:15 AM 12/9/22 12:30 PM	Field Trip LARGO CULTURAL CENTER Grade 1	School Bus Owner huntersha

How to pay using "School Internal Funds"

School Finance Tab

Pinellas County Schools Travel Tracker

School Secretary/Bookkeeper Training

Tips for Paying Invoices

Req Loc: My Locations Sts: Approved for Payment Dt App: All Dt Snt: All

Trp Typ: All FT Evnt: All Ath Evnt: All

Trip Nbr: All

Sort By: ☒ Pickup Date ☐ Requesting Location ☐ Trip Nbr ☐ Vehicle Type ☐ Vehicle Owner ☐ Vehicle Nbr

Print

Total Cost of Assignments Using Criteria Above: \$ 0.00 Compute

Total Checked "Sent" Below: \$0.00 Compute

Enter check number to be used when marking assignments below as "Sent": Check #

Confirm Changes **You must confirm your changes before you leave this page. **

Trip Nbr/Req Loc	PkUp/Return	Trip	Vehicle	Driver/Assistant
416 0321 Belcher Elementary Sub By barrk	12/9/22 10:15 AM 12/9/22 12:30 PM	Field Trip LARGO CULTURAL CENTER Grade 1	School Bus Owner huntersha	MILLER-BYERS, LASHUNDA Id 34661 Per Hr \$34.50 Driver Pd Hrs 2.50 Cst \$86.25
416 0321 Belcher Elementary Sub By barrk	12/9/22 10:15 AM 12/9/22 12:30 PM	Field Trip LARGO CULTURAL CENTER Grade 1	School Bus Owner huntersha	ROARK, SAMUEL Id 149892 Per Hr \$34.50 Driver Pd Hrs 2.25 Cst \$77.63

Compute
Total "Sent"

Trips

If a field trip had multiple buses, each bus will be listed to show hours cost and miles cost, but you can pay for multiple buses or trips on a single check.

To Pay:

- Click on the "Sent" checkbox for each item that you are paying. You can pay for multiple trips at once.
- Click on "Compute" to get the total amount "Sent" - this will be your check amount.
- Enter your check number in the box.
- Click on Confirm Changes. Click OK on pop up box.
- Make sure the trips are referenced in some way with your payment (eg – "Trips 1234 & 1235" in memo, or a full copy of the invoices being paid.)

Sent

Sent

Pony field trip payment checks to:

Walter Pownall Service Center
Transportation Dept.
Attn: Lisa Smith

***PLEASE DO NOT SEND CHECKS
to the accounting department
at the administration building or
any other location. This can severely
delay your payment!***



If your trip is being funded by an outside organization, it is the school's or SBS's responsibility to provide the invoice to that company and provide them payment information:

Pay to the order of:

Pinellas County School Board

Mail to:

Walter Pownall Service Center

Transportation Dept.

Attn: Lisa Smith

11111 S Belcher Rd

Largo, FL 33773



Contacts



Facilities & Operations

- **Joe Maceda**, *Financial Reporting Analyst*, Budgets: 547-7143 macedaj@pcsb.org

Transportation

- **Shannon Hunter**, *Field Trip Clerk*, Bus driver scheduling, estimates, last minute trips & changes: 893-1165 x2114 huntersha@pcsb.org **ALL CHANGES REQUIRE AN EMAIL**
(Shannon's back up: Daniel Salmons salmonsd@pcsb.org)
- **Lisa Smith**, *Senior Account Clerk*, invoices, general questions: smithlisam1@pcsb.org
- **Felicia Salters**, *Area Manager*: 547-7100 x4527 saltersf@pcsb.org
- **Nelson Anderson**, Contact for bus equipment: star seats, cam wraps, etc. andersonne@pcsb.org
- **Dispatch**, Bus driver communication, late buses: 547-7173 #1 North, #2 South
- **Schools Police**, After hours communication: 547-7221 or 638-1663