

Flight Adventure Deck Fieldtrip Information

Planning a Fieldtrip - Buses

Escambia County:

1. Contact Michele Givens mgivens@ecsdfi.us or call or text 850-610-0021 with questions at any point in the process.
2. For all FAD field trips, you will need to reserve a bus through the ECSD Transportation office. Schools are no longer permitted to use their own transportation and drivers. **Requests must be made a minimum of two weeks ahead of time, but please reserve buses as soon as possible, it is never too early.**
3. Ms. Debra Early-Magourk, Math and Science department secretary, will communicate with the teacher and principal regarding the transportation process. Contact her at DEarly-magouyrk@ecsdfi.us with any questions or if you've not received an email.
4. To reserve your bus, go to **ECSD Website ->Departments -> Transportation -> Activity Trips & Field Trips -> Request a Field Trip** and fill in the form. Be sure to indicate that the bus is for Flight Adventure Deck and click "Yes" for "Is this trip for Flight Deck". Enter the billing code for FAD ****see below****. Make sure you download a copy of the form for your records. *(Note: FAD Field Trips are exempt from the field trip window and black out dates restrictions)*
5. **Forms must be submitted through Liquid Office.** After you have submitted your form, you can check the progress of your reservation on the **Activity Trip Status Dashboard** at the top of the Field Trip page. You should receive an email confirmation the Friday before your planned date.
6. For any questions or issues, contact Field Trip Coordinators **Amber Seitz** at 850-430-7526 or **Joanne Nance** at 850-469-5590 and use the email fieldtrips@ecsdfi.us for communication. If a matter is urgent and you cannot reach Amber or Joanne, call the dispatch office at 850-469-5490 or 850-469-5678.

****Notes for filling in bus form:** You will need your school's 4-digit cost center code. Enter that number in the first box to populate the drop-downs. For account coding, select the county code "1110E7800 0798 XXXX 11250 00000 \$35 - Subj Area" and enter 50%. For the second line, ask your admin from which budget they would like to pull, and that is the other 50%. (Most use the one labeled "Field Trip")