
REQUESTING BUS TRANSPORTATION FOR EXCURSION FIELD TRIPS (TRN-P009)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process for requesting bus transportation for excursion field trips.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Transportation Manager

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Operations Officer

4.0 DEFINITIONS:

- 4.1 Excursion Field Trip: A trip involving an overnight stay or a distance in excess of 150 highway miles radius or 100 air miles radius.
- 4.2 Transportation Dept. Special Trip Ticket: A sheet the driver completes with trip information (mileage, hours, sub driver, if one was needed) for pay purposes.
- 4.3 Workbench Program: Computer program used for recording special trips.

5.0 PROCEDURE:

- 5.1 School principal or designee forwards Request For Special School Bus Trip (ref. [TRN-F002](#)) to the Secondary Education Director for approval.
- 5.2 Secondary Education Director forwards trip request to the Transportation Manager for final approval.
- 5.3 Routing Department will notify requesting principal of excursion field trip status
- 5.4 Assistant dispatcher notifies driver assigned to excursion field trip and informs driver of date, time, school, destination and expected time of return. The trip is then entered into the Workbench Program.
- 5.5 Driver completes special trip ticket with total miles and hours and signs for pay.
- 5.6 Completed trip information is keyed into the Workbench Program.
- 5.7 Special trip ticket is stamped with Transportation Manager's signature, a copy is made for the file and the original is forwarded to Payroll.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Request For Special School Bus Trip ([TRN-F002](#))
- 6.2 Transportation Dept. Special Trip Ticket (computer generated)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Field Trip Request	Assistant Dispatchers	Current plus five years	Discard as Desired	Secured Building

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	Dispatchers office	years	Desired	
Special Trip Ticket	Transportation office	Current plus five years	Discard as Desired	Secured Building

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
2/02/04		Initial Release

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

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Requesting Bus Transportation for Excursion Field Trips Flowchart

