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

Clarksville-Montgomery County School System

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### 1.0 SCOPE:

- 1.1 This procedure outlines the process for requesting 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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### 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.
- 4.4 Fuel Cards: Cards authorized for the purchase of petroleum products only i.e. oil, anti freeze, transmission fluid and fuel. (All other purchases are unauthorized).

### 5.0 PROCEDURE:

- 5.1 School principal or designee forwards Request For Special School Bus Trip (ref. TRN-F002) to the Activity Coordinator for approval.
- 5.2 Activity Coordinator forwards trip request to the Transportation Manager for final approval.
- 5.3 Trip Coordinator notifies requesting principal of excursion field trip status.
- 5.4 Trip Coordinator 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.
- 5.4.1 Drivers are instructed to contact the Vehicle Maintenance Supervisor in the event the purchase of fuel is required. Drivers will sign for a Fuel Card and return to Maintenance Supervisor along with receipts of purchases upon completion of trips.
- 5.5 Driver completes special trip ticket with total miles and hours and signs for pay.
- 5.5.1 If applicable, driver completes Claim for Reimbursement of Expenses, Out of County Travel (ref. ACC-F003) for meal reimbursement and submits to the school bookkeeper.
- 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.



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

**8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
2/02/04		Initial Release
8/26/10	A	Add 5.5 regarding meal reimbursement

**9.0 FLOWCHART:**

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

**\*\*\* End of procedure \*\*\***