

# Transportation Services



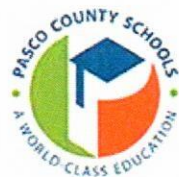
## Instructions for Taking Field Trips

### Pasco County Schools

**Transportation Services**  
6807 Madison Street  
New Port Richey, FL 34652  
Phone (727) 774-0402

*<http://www.pasco.k12.fl.us/transportation>*

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## Instructions for Taking Field Trips

**FIELD TRIP BUS REQUESTS** must be entered into the Filemaker Pro Field Trip Dashboard **fourteen (14) days** prior to the date transportation is needed. Late requests and add ons must be called into the Transportation Services Operations office for approval when entering them into the Field Trip Dashboard.

1. The use of buses for field trips shall in NO WAY ALTER, INTERFERE WITH, OR INTERRUPT THE OPERATION OF REGULAR SCHOOL ROUTES CARRYING STUDENTS TO AND FROM SCHOOL. BUS ROUTES TAKE PRIORITY OVER FIELD TRIPS.
2. Buses are available for field trips:
  - a. Between the hours of 10:15 AM and 1:00 PM
  - b. After 5:00 PM
  - c. On days when students are not in school, buses are available without time restrictions.
3. The proper conduct of all passengers will be the responsibility of the supervising school staff and chaperones. Drivers are responsible for driving the bus safely. Staff, chaperones, and bus drivers are jointly responsible for the safety of the students and equipment.
4. Under no condition will objects be placed in the aisle or around the operating mechanism of the bus. All equipment will be placed under the bus seats and out of the driver's way. The bus aisle will be kept visually clear.
5. BUS LOADS WILL NOT EXCEED 65 PASSENGERS – INCLUDING CHAPERONES. Please do not ask the driver to transport more than 65 passengers. For planning purposes, the following bus load amounts are suggested: Elementary – 60 students, Middle – 50 students, High – 45 students.
  - a. Please consult Transportation for special needs seating or Transportation bus assistant information.
  - b. Any special needs equipment needed should be listed on the trip request.
6. Drivers are not responsible for anything left on the bus before, during, or after the field trip. You may contact Transportation for lost and found items following your activity.
7. Lunches may be transported on the bus, but no eating or drinking is allowed on the bus.
8. It is the school staff or chaperones' responsibility to give directions to the bus driver about the route to be taken and parking arrangements upon arrival at the destination. **Any fees or tolls are the responsibility of school staff or trip sponsor.**
9. The school staff or trip sponsor is responsible for any extra expenses incurred on field trips. (Examples: tolls, parking fees, overnight accommodations, etc.).

10. If you have any questions regarding your field trips or minivan use, please call the Transportation Services Operations office, extension 4-0402. It is highly suggested that you contact your respective **Transportation bus compound** a few days in advance of your scheduled field trip to confirm your arrangements.
11. If a trip should be cancelled for any reason, school staff should call the Transportation office as soon as possible prior to the scheduled time so the driver will not make an unnecessary trip. If the driver reports to the school and the trip has been cancelled, without prior notification the school will be billed a cancellation fee of \$60.00.

#### **FIELD TRIP CHARGES:**

\$30.00 per hour (and an additional \$15.00 per hour if a transportation assistant is needed) and \$1.50 per mile. Billed mileage is recorded from the trip's starting point to the trip's ending point. At the end of each trip, the driver of each bus shall complete a trip report form which includes the information entered in the Field trip Dashboard, the trip total mileage, total field trip time, and any remarks.

There is a section at the bottom of the trip form that needs to be filled out by school personnel upon return from the trip. Schools are billed based on this information; therefore, please direct staff members attending trips to sign and include their return time back at the school.

**IT IS IMPERATIVE THAT MID-DAY FIELD TRIP BUSES ARRIVE BACK TO SCHOOL NO LATER THAN 1:00 PM. THE DRIVER MUST BE AVAILABLE FOR HIS/HER REGULAR ROUTE.**

#### **MINIVANS:**

Five (5) of the Transportation compounds throughout the county have a limited number of minivans available to be driven by those approved through the Authority to Transport Students program. Minivans may be used to transport small groups of students when school buses are not available or practical. These vehicles are available on a limited basis at a charge of \$1.00 per mile and include a full tank of fuel. Additional fuel needs are the school's responsibility. Minivans hold a maximum of seven (7) passengers, including the driver. Students under age 12 may not be transported in the front seat. Minivans are to be picked up on the date reserved and may not be checked out early. Contact your school's bookkeeper about arranging to reserve minivans. Staff members not currently approved through Authority to Transport Students program an enroll online from our department's website. Please allow up to 10 days after submitting your completed application for the DMV check to be completed. Your worksite administrative staff will receive periodic updates regarding those employees at their worksite approved to transport students. You will not be permitted to transport students until the DMV check is completed.

#### **RENTED OR PRIVATE VEHICLES:**

In the event the district cannot meet your transportation needs, the use of an approved private or rental vehicle may only be by those approved through the Authority to Transport Students Program. Purchasing will not approve any purchase orders for rental vehicles without Transportation approval.





## DISTRICT SCHOOL BOARD OF PASCO COUNTY SCHOOLS FIELD TRIPS QUICK START GUIDE

### Activity: Field Trips

#### Adding a New Field Trip

1. Click **New**
2. Complete **Trip Information and Estimates** section
  - a. Enter name of trip destination in the **Destination Name Field**
  - b. Tab to **Destination Address** to enter street address of trip destination
  - c. Tab to Estimated Mileage to enter the **ESTIMATED ROUND TRIP** mileage
  - d. Tab to **Contact Employee #** to enter or select from drop down the employee of field trip contact – contact **MUST** be an active employee
    - i. **Contact Name** and **Contact Email** will **default** based on Contact Employee #
  - e. Tab to **Contact Phone** to enter phone number or extension of field trip contact
  - f. Tab to **Departure Date** - enter date or use calendar to enter date of field trip departure
  - g. Tab to **Departure Time** - select hour, minute and AM/PM
  - h. Tab to **Return Date** - enter date or use calendar to enter date of field trip return
  - i. Tab to **Return Time** - select hour, minute and AM/PM
  - j. Tab to **Trip Type** - use drop down to select Athletic, Band, Special Olympics, Student Activity or Vocational
  - k. Tab past **Estimated Cost**, this will default and update as fields are changed



**Location and Garage** fields will **default**



If trip is within **two weeks**, please reach out to Transportation Operations to release. Trip can be entered, but not released.

3. Complete **Vehicles and Equipment** section  
**Mandatory** Fields:
  - a. Tab to **Vehicle Type** - use drop down to select Van or Bus
  - b. Tab to **Vehicles Count** to enter number of vans or buses requested
  - c. Tab to **Passenger Count** to enter total number of passengers, including chaperones
  - d. Tab to **Pickup Location** to enter location at school for pickup (e.g. bus loop, football field, etc.)**Optional** Fields:
  - e. Tab to **Wheelchair Count** - enter total numbers of wheelchairs
  - f. Tab to **H-strap Count** - enter total number of H-straps requested
  - k. Tab to **School Comments** - enter additional information or requests
4. Complete **GL Coding**
  - a. GL Coding will **default** based on trip type selected
  - b. If GL Coding changes are needed:
    - i. Use drop down to display list of accounts available for your location
    - ii. If account needed is not in drop down manually enter coding
  - c. If more than one GL coding will be used
    - i. Use drop down to select or manually enter first line of coding
    - ii. Tab to **Percent** - enter percent of coding first line will use for trip
    - iii. Repeat above steps until percent for all GL accounts add up to 100%



If **Title 1 funds** are used a **Y** will populate under the Title 1 field

5. Click **Release** in ribbon - the system will display a confirmation message, select **Yes** then status is updated to Pending

### Duplicate Trip

1. Search trip to Duplicate on Dashboard
  - a. From Dashboard click on trip
2. Once trip is selected select **Detail** in Ribbon
3. Select **Duplicate** in ribbon
4. Update **Trip Information** and **Vehicles and Equipment** sections as needed
5. Enter **GL Coding** (Note: The coding will NOT copy from the trip that was duplicated and must be added)
6. Click **Release** in Ribbon

### Updating Rejected Trip

1. Search Rejected trip in Dashboard
2. From Dashboard click on trip
3. Once trip is selected select **Detail** in Ribbon
4. Enter corrections for rejected trip
5. Click **Release** in ribbon – the system will display a confirmation message, select **Yes** then status is updated to Pending

### Delete Created, Pending or Rejected Trip

1. Locate trip in Dashboard
  - a. From Dashboard select trip
  - b. Select **Delete** in Ribbon – system will display a confirmation window, select **Yes**



Trips in other status' **cannot** be deleted. If a trip that has been approved or accepted is no longer needed, please contact Transportation for cancellation.

### Dashboard Searching and Filtering

1. Tabs
  - a. Upcoming Trips: Any trips coming up within the next **two months**
  - b. Action Items: Any trips that need an action to be completed
  - c. This year: Any trips within Fiscal year (7/1-6/30)
  - d. All Trips: All trips for school/department
2. Filtering – leaving filtering criteria blank will default to all trips
  - a. Begin/End date
  - b. Destination/Contact
  - c. Workflow Status
  - d. Trip number



## DISTRICT SCHOOL BOARD OF PASCO COUNTY SCHOOLS APPROVING/REJECTING PENDING FIELD TRIPS QUICK START GUIDE

### Activity: Approving/Rejecting Field Trips

#### Approving/Rejecting Pending Field Trips from Dashboard

1. Click **Action Items** tab
  - a. Action Items tab is the most efficient tab to approve/reject trips as it only displays pending trips
2. Select trip from list - trip selected will be highlighted
3. Select **Approve/Reject** in ribbon
  - a. If **rejecting** a trip a **reason** will be required -Trip creator will receive email stating rejection reason
4. A confirmation message displays – select **Yes** to continue and complete the transaction or **No** to return to the dashboard to revise transaction approval

#### Approving/Rejecting Pending Field Trip from Detail

1. Click **Action Items** tab
  - a. Action Items tab is the most efficient tab to approve/reject trips as it only displays pending trips
2. Select trip from list – trip selected will be highlighted
3. Select **Detail** in ribbon
4. Select **Approve/Reject** in Ribbon
  - a. If **rejecting** a trip a **reason** will be required -Trip creator will receive email stating rejection reason
5. A confirmation message displays – select **Yes** to approve or **No** to exit confirmation box

#### Dashboard Searching and Filtering

1. Tabs
  - a. Upcoming Trips: Any trips coming up within the next **two months**
  - b. Action Items: All pending trips
  - c. This year: Any trips within Fiscal year (7/1-6/30)
  - d. All Trips: All trips for school/department
2. Filtering – leaving filtering criteria blank will default to all trips
  - a. Workflow Status
  - b. Begin/End date
  - c. Destination/Contact
  - d. Workflow Status



It is recommended to look for any field trips under the **Action Items** tab **once per week** for any **Pending** field trips



Using buttons in ribbon without selected item will affect the first item in filter



Select **Refresh Dashboard** to update recent/updated data