

Transportation Tour Company List for Field Trips



Tour Companies must contract for buses that are listed as a COMMON CARRIER on this list. If a company is listed as a tour company, they bus also be on the COMMON CARRIER list to use their own buses.

1 TOUR COMPANY A CHARTER WORLD

acwt@aol.com
 Contact: JIM HESTER INSURANCE EXP: 07/01/2024
 Phone No: 904-781-1521 W/C EXP: 06/14/2024
 Address: P.O. Box 14953, JAX, FL 32238
Number of Available Buses:
DOESN'T OWN BUSES

USES ACADEMY BUSES

2 TOUR COMPANY BAILEY TOURS

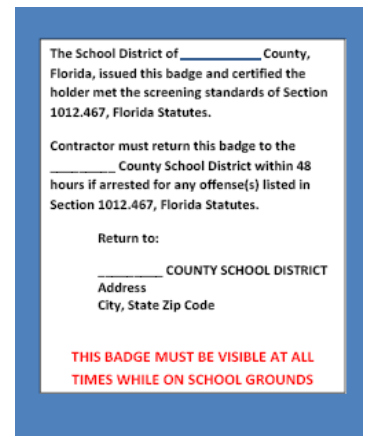
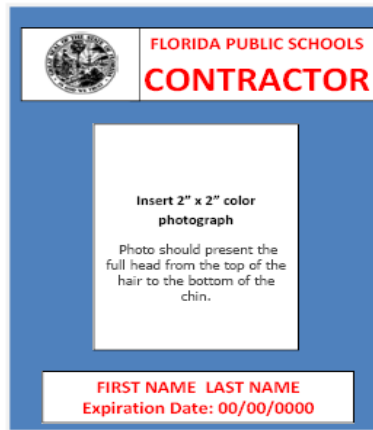
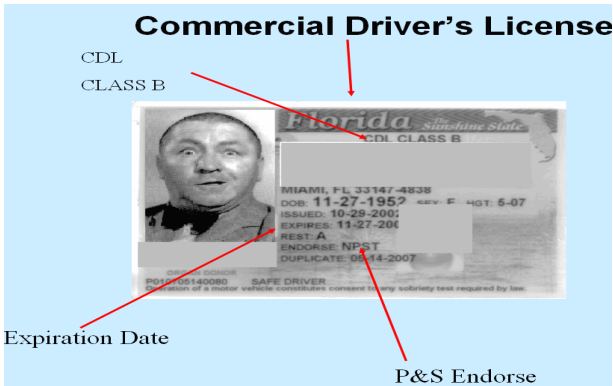
colettepoore@comcast.net
 Contact: COLETTE POORE INSURANCE EXP: 01/09/2024
 Phone No: 904-743-4335 W/C EXP: 01/09/2024
 Address: 6404 ARLINGTON RD., JAX, FL 32211
Number of Available Buses:
PROVIDES BUSES

3 TOUR COMPANY CENTRAL FLORIDA STUDENT TOURS, INC. D/B/A EDUCATIONAL TOURS

Mgordon@myedtours.com or Lbower@myedtours.com
 Contact: Mindy Gordon and Lisa Bower INSURANCE EXP: 07/20/2024
 Phone No: 352-344-3589 W/C EXP: 01/01/2024
 Address: 1123 STERLING ROAD, INVERNESS, FL 34450
Number of Available Buses:
DOESN'T OWN BUSES

0

If a company does not appear on the above list, then it is not approved to provide bus transportation to DCPS students at this time. Do not contract with companies which do not appear on this list. Principals are responsible to ensure that any and all field trips or activity trips which require the use of contracted buses are operated only by approved companies. **Check Insurance or W/C dates are not expired on report.** Please make certain that all persons at your location who make arrangements for contracted buses receive this list. Questions concerning this list should be directed to Transportation at 904-858-6200



Front of Badge

Back of Badge

TRIP SPONSORS NEED TO CHECK BOTH ITEMS BEFORE BOARDING THE BUS

1. COMMERCIAL DRIVER'S LICENSE

2. FL STATEWIDE BADGE (MUST BE CURRENT)

Transportation Tour Company List for Field Trips



Tour Companies must contract for buses that are listed as a COMMON CARRIER on this list. If a company is listed as a tour company, they bus also be on the COMMON CARRIER list to use their own buses.

4 TOUR COMPANY KALEIDOSCOPE ADVENTURES, INC.

keith@mykatrip.com

Contact: KEITH SNODE

Phone No: 407-345-4899

Address: 7081 GRAND NATIONAL DRIVE, SUITE 110, ORLANDO, FL 32819

Number of Available Buses:

DOESN'T OWN BUSES

INSURANCE EXP: 07/15/2024

W/C EXP: 02/22/2024

0

WWW.KALEIDOSCOPEADVENTURES.COM

5 TOUR COMPANY LAKELAND TOURS, LLC dba WORLDSTRIDES

SchoolVendorContractRequests@Worldstrides.com

Contact: EMILY PRITCHETT or KELLY SALLS

Phone No: 800-999-7676

Address: 218 W. WATER ST. STE 400, CHARLOTTESVILLE, VA 22902

Number of Available Buses:

INSURANCE EXP: 09/30/2024

W/C EXP: 09/30/2024

0

TOUR COMPANY GUIDELINES

TOUR COMPANY RESPONSIBILITIES

- All buses used for trips must be provided by a District Approved Common Carrier. (Approved list is available on DCPS website under Transportation/Field Trips/
- In the event of mechanical breakdown, or accident, the Tour Company shall be responsible to timely provide substitute buses or to subcontract with another approved vendor from the District Approved Common Carrier list.
- Only vendors approved on the list may be used as subcontractor.
- If the school/department has deadlines to meet, the Tour Company will take whatever action necessary to ensure deadlines are met and the destination is reached within the original time required to avoid default. Default may result in the release of any financial obligation the District has with the Contractor for the particular trip.
- A non-approved Contractor may not be used even in an emergency during non-business hours without contacting the Transportation Department for directions.

COMMON CARRIERS GUIDELINES

CONTRACTOR RESPONSIBILITIES

- That all buses shall be clean and have operational air conditioning and restrooms, if applicable, and that driving staff are prepared with accurate routing information.
- That in the event of mechanical breakdown, or accident, the Contractor shall be responsible to timely provide substitute buses or to subcontract with another approved vendor from the District approved Common Carrier list.
- Only vendors approved on the list may be used as subcontractor.
- If the school/department has deadlines to meet, the Contractor will take whatever action necessary to ensure deadlines are met and the destination is reached within the original time required to avoid default. Default may result in the release of any financial obligation the District has with the Contractor for the particular trip.
- A non-approved Contractor may not be used even in an emergency during non-business hours without contacting the Transportation Department for directions.
- Contractor shall maintain a record of each driver's CDL number and be able to show proof that each driver is properly licensed.

DISTRICT (CHARTERING PARTY) RESPONSIBILITIES

- Detailed itineraries will be provided two (2) weeks prior to the trip and a **FINAL** itinerary will be provided seventy-two (72) hours prior to departure and provided to the contractor.
- The school/department will provide the number of approved chaperones per bus in accordance with District policy to accompany students on all trips.
- The school/department shall abide by the Contractor's policy regarding food or drink that is allowed on board. Large coolers shall be stored in cargo areas if applicable. Small coolers may be allowed on board at the discretion of the Contractor.
- The school/department agrees to abide by applicable federal, state and local laws and School Board policies. The trip sponsor shall aid in the enforcement of compliance with applicable laws and policies. Itineraries shall allow for compliance with federal regulations regarding drivers on duty and hours of service.
- The school/department agrees to pay a **deposit of \$300 per bus thirty (30) days prior** to the scheduled date of the trip if required by the Contractor.

TRIP CANCELLATION

- In cases where cancellation of a trip by the school/department occurs **five (5) "school days"** (school is in session) prior to date of trip there will be **no trip and/or penalty charges** assessed.
- A "school day" is any day where classes are in session for students. Any deposit paid to the Contractor will be returned to the school/department.
- Cancellations made by the school/department **less than five (5) school days** prior to the date of trip, **a penalty payment of \$300.00 per bus** will be paid to the Contractor by retention of deposit unless the cancellation is the result of complaint/removal procedures.
- Cancellations made by the Contractor at least twenty (20) business days prior to the date of trip will be accepted by the school/department with no penalty.
- Any deposit paid to the Contractor will be returned to the school/department.
- Cancellations made by the Contractor less than twenty (20) business days prior to the date of the trip will include a penalty payment to the school/department of **\$300.00 per bus**, in addition to the \$300.00 deposit returned by the Contractor to the school, as set forth above.

Setup Common Carrier Payment

PROCESS:

Obtain trip approval from Principal/Supervisor

Obtain 3 quotes using the Common Carrier List on the Transportation field trip webpage.

Select the lowest of the 3 quotes.

Obtain a quote/invoice and confirmation with the Common Carrier.

Once funding is received, setup a Purchase Requisition (PR) for the deposit for each trip.

Deposit \$300 per bus up to 30 days in advance of the trip date.

Header text: include the Description "Deposit and the Trip Date".

Short text: include the words "Deposit, Trip Location, and the Trip Date".

Purchasing will create the Purchase Order (PO).

The Bookkeeper will Goods Receipt (GR) the deposit.

The Bookkeeper/Trip Sponsor will need to forward the invoice/confirmation to Accounts Payable for payment of the deposit.

Create a 2nd PR for the remaining amount. If the purchasing deadline is less than 30 days for funding prepare both PR's at the same time (ex. Title One/Federal Project deadlines).

Header text: reference the PR used for the deposit and the trip date.

Short text: include the words "Final Balance, Trip Location, and the Trip Date".

Use the trip date as the delivery date.

Purchasing will create two POs. The first PO is for the deposit and a second PO is for the balance. The vendor has to submit the final invoice.

After services are rendered, the final invoice MUST be forwarded to Accounts Payable. The Bookkeeper will GR the final balance.

The Bookkeeper/Trip Sponsor is to ensure the final invoice has been received by Accounts Payable for final payment.

Because final payments are based on trip dates, separate PRs should be prepared for each trip.

Final payments are issued according to prompt payment act, 30 days.