TRANSPORTATION INFORMATION

Fieldtrip Webpage http://dcps.duvalschools.org/Page/16169

2019/2020 Field Trip Rates
Effective August 1, 2019 thru July 31, 2020
$23.40/hour $0.70/mile

Do not schedule Early Release Days

Field trips should be scheduled between 9:30AM & 1:30PM
Request buses at least 2 weeks in advance of trip

Field Trip vouchers should be used for all trips unless directed otherwise by Transportation Department

Trip Sponsors MUST fill out the Field Trip Voucher, not the School Bus Operator.

Time is paid in 15-minute increments after the first hour, 16 hours/day max

Field trips are subject to a 1 hour minimum on school days and a 3 hour minimum on non-school days

Mileage & Travel Time are paid ROUND TRIP FROM ALL DESTINATIONS (even ONE WAY)

No bulk GRs. One Goods Receipt per field trip voucher.

Contractors

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Vendor #</th>
<th>FEIN:</th>
<th>Check Payment Address</th>
<th>Field Trip Coordinator</th>
<th>Monitor Rate eff. 01.01.19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Durham Southside / Mandarin</td>
<td>26052</td>
<td>59-3320487</td>
<td>5834 Richard St. Jax, FL 32216</td>
<td>Rachel Miller 904.305.3072 <a href="mailto:DuvalFT@DurhamSchoolServices.com">DuvalFT@DurhamSchoolServices.com</a></td>
<td>$8.46</td>
</tr>
<tr>
<td>First Student Commonwealth NorthWest</td>
<td>29834</td>
<td>59-2364035</td>
<td>22157 Network Place Chicago, IL 60673</td>
<td>JoAnn Jones 904.509.4616 <a href="mailto:FSDuval.Trips@firstgroup.com">FSDuval.Trips@firstgroup.com</a></td>
<td>$8.46</td>
</tr>
<tr>
<td>First Student New Berlin Northside/Core City</td>
<td>29834</td>
<td>59-2364035</td>
<td>22157 Network Place Chicago, IL 60673</td>
<td>JoAnn Jones 904.509.4616 <a href="mailto:FSDuval.Trips@firstgroup.com">FSDuval.Trips@firstgroup.com</a></td>
<td>$8.46</td>
</tr>
<tr>
<td>STA LEE Beaches / Arlington</td>
<td>29797</td>
<td>22-3512226</td>
<td>340 Lee Rd., Jax, FL 32225 P.O. Box 412179 Boston, MA 02241-2179</td>
<td>Tommy McDowell 904.874.6440 <a href="mailto:DuvalTrips@rideSTA.com">DuvalTrips@rideSTA.com</a></td>
<td>$8.46</td>
</tr>
<tr>
<td>STA PEAVY Westside</td>
<td>36383</td>
<td>22-3512226</td>
<td>1142 Peavy Road, Jax, FL 32254 ATTN: Tim Zona 63 south Street Suite 240, Hopkinton, MA 01748</td>
<td>Cindy Ulmer 904.760.2092 <a href="mailto:JaxWest@rideSTA.com">JaxWest@rideSTA.com</a></td>
<td>$8.75</td>
</tr>
</tbody>
</table>

Voucher Logs are due:
- First Day of Winter Break (December)
- June 30th

Field trip vouchers (goldenrods) should be sent to Transportation monthly

Transportation Staff

<table>
<thead>
<tr>
<th>Transportation Staff</th>
<th>Main #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor Business</td>
<td>Lisa Bushnell 858-6220 <a href="mailto:bushnell@duvalschools.org">bushnell@duvalschools.org</a></td>
</tr>
<tr>
<td>Support Tech Field Trips</td>
<td>Aimee Stolp 858-6218 <a href="mailto:stolpa@duvalschools.org">stolpa@duvalschools.org</a></td>
</tr>
</tbody>
</table>

Transportation Bookkeeper Reference 1920 ajs
TRANSPORTATION INFORMATION

Setup Common Carrier Payment

**PROCESS:**
1. Obtain trip approval from Principal/Supervisor
2. Obtain 3 quotes using the Common Carrier List on the Transportation field trip webpage.
   - Select the lowest of the 3 quotes.
3. Obtain a quote/invoice and confirmation with the Common Carrier.
4. 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”.
5. Purchasing will create the Purchase Order (PO).
6. The Bookkeeper will Goods Receipt (GR) the deposit.
7. The Bookkeeper/Trip Sponsor will need to forward the invoice/confirmation to Accounts Payable for payment of the deposit.
8. 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.
   - This PR will not be released by Transportation until the trip date to avoid prepayments.
9. 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.**
10. After services are rendered, the final invoice MUST be forwarded to the Accounts Payable. The Bookkeeper will GR the final balance.
11. The Bookkeeper/Trip Sponsor is to ensure the final invoice has been received by Accounts Payable for final payment.
12. Because final payments are based on trip dates, separate PRs should be prepared for each trip.
13. Final payments are issued according to prompt payment act, 30 days.

Declined Field Trip, Athletic Event, Extracurricular Event Process

All schools are reminded that if their designated Contractor declines to service a field trip request, the following process should be followed:
1. Schools should attempt to take field trips within the Contractor’s scheduling parameters. Always be prepared to be flexible with times, dates, etc...
2. If after working with the designated Contractor a school is unable to resolve scheduling conflicts, the school will receive a denial. Please email Aimee Stolp at stolpa@duvalschools.org and Lisa Bushnell at bushnelll@duvalschools.org. **Please use FT Assistance in the Subject Field.** Briefly explain why your service request was denied, include your contact information and attach your Field Trip Request Form. Transportation staff will begin to work with the designated Contractor to facilitate a workable solution.
3. Should a solution not be found, Transportation staff will provide alternate contact information for a Contractor that may service the request. If no Contractor will agree to provide the requested services, then schools may need to secure a Common Carrier from the online, approved list.
4. As always, Transportation staff is available to answer your questions and provide assistance as needed.

Payment - Completely fill out the voucher information. The Field Trip Voucher is an INVOICE. If there are issues with the mileage or time, there must be notation on the voucher PRIOR to giving the pink copy to the School Bus Operator. **Be sure to include the Contractor name.** Include voucher numbers when issuing payment to the Contractor. It is the Bookkeeper’s responsibility to ensure payment is completed for all Field Trip Vouchers.

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