ATHLETIC TRIP INSTRUCTIONS
COACH

Steps to Schedule an athletic field trip

1. Email Field trip form at least 2 weeks in advance of trip.
2. Ensure Trip Request Form is complete.
3. Include Trip Sponsor/Coach cell phone number on request form.
4. Review confirmation for accurate scheduling. Trip Sponsors should read the confirmations carefully. Schools should adhere to confirmed schedules as buses usually have other commitments, such as PM services for MS/Elem daily routes. For athletic field trips, Contractors may need to drop students at their event and then return to the trip after finishing their school to home (PM) services.
5. If you receive a decline, send the request to next closest Contractor
6. Cancellations. The following information MUST BE EMAILED to the Contractor, (In addition a phone call maybe warranted to expedite the cancellation.): as long as it is followed up with an email. In the subject line of email include:

   Cancellation   School No   Date of scheduled trip (MM/DD/YYYY)   Sport

   In the body of email include:

   Date of scheduled trip & Reason for cancellation & Destination Site & No of buses

   Cancelled on-site school day trips are charged a 1 hour minimum.
   Cancelled on-site non-school day trips are charged a 3 hour minimum.

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<tr>
<th>Contractors/Trip Coordinators</th>
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<td>Contractor</td>
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<td>DISPATCH</td>
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<td>Field Trip Coordinator</td>
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<td>Dedicated Cell &amp; Email</td>
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Contractor’s Trip Coordinator’s Duties
Receive the request emails, schedule & confirm services, first point of contact for changes, cancellations & reporting service issues.

Trip Day

1. Buses should not depart the school without a Field Trip Voucher.
2. The voucher is the invoice which will document the payment information and a payroll record for the driver.
3. Mileage and time is keyed to a database to provide an annual report to the State. (Accountability/Accurate billing of mileage and hourly rates)
4. School Bus Operators are NOT to complete the vouchers. Trip Sponsors are responsible for completing the Field Trip Voucher.
5. Time of departure is the requested time unless the bus was late.
6. If bus leaves the site, be sure to record the time the bus returned to pay the invoice properly.
7. Return Field Trip Vouchers to Bookkeeper within 24 hours of the trip.
BUS DRIVERS DO NOT COMPLETE ANYTHING ON THE VOUCHER.

DUVAL COUNTY PUBLIC SCHOOLS
UNIVERSAL FIELD TRIP EXPENSE VOUCHER

Section I -- General Information

School: ___________________________ School #: ___________________________

Class or Group: ___________________________ Date of Trip: ___________________________

Bus #: ___________________________ # of Students: ___________________________

Bus Driver’s Name: ___________________________ Attendant’s Name: ___________________________

R/C #: ___________________________ Fund #: ___________________________

Function #: 7800 Object: 390

Purpose: ___________________________ Bookkeeper’s Phone Number: ___________________________

EVACUATION DRILL COMPLETED: □

Section II -- Trip Mileage/Time Begins and Ends at the Place of Pickup/Return

Trip Departure Date: ___________________________ Trip Return Date: ___________________________

Trip Beginning Odometer: ___________________________ Trip Beginning Time: ___________________________

Site Arrival Odometer: ___________________________ Site Arrival Time: ___________________________

Last Site Departure Odometer: ___________________________ Last Site Departed Time: ___________________________

Trip Ending Odometer: ___________________________ Return Arrival Time: ___________________________

Total Trip Miles: ___________________________ Total Trip Time: ___________________________

FIELD TRIP SITE ITINERARY (MUST BE COMPLETED)

Site #1: ___________________________ Site #3: ___________________________

Site #2: ___________________________ Site #4: ___________________________

(Movement between sites 1 - 4 is considered single sites for Item A and B in Section III)

Comments: ___________________________

FOR COMMON CARRIER TRIPS ONLY

State Badge Expiration Date: ___________________________ Commercial Driver’s License Expiration Date: ___________________________

Sponsor’s Verification Signature: ___________________________

Section III -- Funding

OPTION I

DISTRICT CONTRACTOR

A. All field trips at per hour rate: _______ X _______ = $__________

(Sixteen hours per day maximum)

B. All field trips at per mile rate: _______ X _______ = $__________

C. Bus Attendant Hours:

(Must be required and approved) _______ X _______ = $__________

D. Meals for Overnight Field Trips:

Breakfast _______ X _______ = $__________

Lunch _______ X _______ = $__________

Dinner _______ X _______ = $__________

($30.00/day maximum per driver/attendant) (Receipts Required)

E. Other expenses: _______ X _______ = $__________

Total Field Trip Costs: $__________

OPTION II

Contracted Provider (Common Carriers)

Amount agreed for service: $__________

I hereby certify that I accept the quoted price and conditions for this trip.

Provider’s Signature ___________________________ Date ___________________________

Principal’s Signature ___________________________ Date ___________________________

Section IV -- Certification

Contractor Name: ___________________________

Contractor Address: ___________________________

Contractor FIN: ___________________________

Vendor #: ___________________________

Verified by: ___________________________

Bookkeeper’s Signature ___________________________ Date ___________________________

Approved by: ___________________________

Principal’s Signature ___________________________ Date ___________________________

REvised September 2016

Field Trip Information COACHES 1920.docx

UPDATED 07/26/2019
1. Florida Statutes require no loose items on buses. All items must be properly stowed. Nothing may block any aisle, doorway or emergency exit. Students must not be allowed to board the bus until all items have been safely stowed and secured. If any item (e.g. coolers, student belongings, athletic equipment, etc.) blocks an aisle or doorway, it may not be transported on the bus.

There are 3 options for transporting equipment for a field trip:
   a. Personal vehicle of coach or chaperone
   b. Luggage compartment of the bus, if one is available
   c. Take an additional bus to haul equipment only

2. Lift equipment is ONLY for the loading and unloading of students in wheelchairs.

3. Budget/plan for roundtrip pricing for the miles and time on a one way field trip.

4. The School Bus Operator must provide emergency evacuation information prior to transporting on all field trips.

5. Please provide feedback (i.e. operator was great, trip was late to destination, bus was dirty, etc…) in the comment section of the Field Trip Voucher. This information helps the Bookkeeper resolve issues and/or process payment, and gives the Contractor feedback to improve future service. This is also where it should be noted if the bus left and returned to the site.

6. Service concerns should be communicated directly with the Contractor. If you do not receive fair resolution and/or restitution to your service concerns, please e-mail stolpa@duvalschools.org with a copy to bushnelll@duvalschools.org.