

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.

Contractors/Trip Coordinators				
Contractor	Durham Southside / Mandarin	STA NORTH Northwest/Core City	STA LEE Beaches / Arlington	STA PEAVY Westside
DISPATCH	904.731.4150	904.661.2370	904.720.2177	904.661.2370
Field Trip Coordinator	Rachel Miller 904.305.3072	David Harrell II 904.496.6866	Tommy McDowell 904.874.6440	Clarissa Williams- Walker 904.760.2092
Dedicated Cell & Email	Duvalft@durhamschoolservices.com	JaxNorth@rideSTA.com	DuvalTrips@rideSTA.com	JaxWest@rideSTA.com
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.

Original - Accounts Payable or Internal Accounts Pink
 Copy - Bus Operator
 Goldenrod Copy - Transportation Business Office
 Blue Copy - Contractor (Attach to Payment)

**DUVAL COUNTY PUBLIC SCHOOLS
 UNIVERSAL FIELD TRIP EXPENSE VOUCHER**

UV000000

Section I -- General Information

School: _____ School #: _____ Date of Trip: _____
 Class or Group: _____ # of Students: _____
 Bus #: _____ 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: _____ Requested time unless the bus is late
 Site Arrival Odometer: _____ Site Arrival Time: _____ if bus left and came back, two times here
 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)

FOR COMMON CARRIER TRIPS ONLY

State Badge Expiration Date: _____ Commercial Driver's License Expiration Date: _____

Comments: _____

Sponsor's Verification Signature: _____

Section III -- Funding

SOURCE OF FUNDS FOR PAYMENT	
<input type="checkbox"/>	School Internal Account
Check #: _____	
P. R. #: _____	
(APPROVED IN ADVANCE)	
<input type="checkbox"/>	School's District Funds
P. O. #: _____	
G. R. #: _____	
<input type="checkbox"/>	Other Departments
Name: _____	
(APPROVED IN ADVANCE)	

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: _____ X _____ = \$ _____
 (Must be required and approved)

D. Meals for Overnight Field Trips:

Breakfast _____ X _____ = \$ _____

Lunch _____ X _____ = \$ _____

Dinner _____ X _____ = \$ _____
 (\$30.00/day maximum per driver/attendant) (Receipts Required)

E. Other Expenses: _____ = \$ _____

Total Field Trip Costs: \$ _____

OPTION II

Contracted Provider (Common Carriers)

Amount agreed for service: \$ _____

I will provide services for the amount agreed.

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: _____

Approved by: _____

Bookkeeper's Signature _____ Date _____

Principal's Signature _____ Date _____

REVISED SEPTEMBER 20157

OTHER GENERAL INFORMATION

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 bushnell@duvalschools.org.