

Pharr - San Juan - Alamo ISD

Transportation Department



Fieldtrip Hand Book

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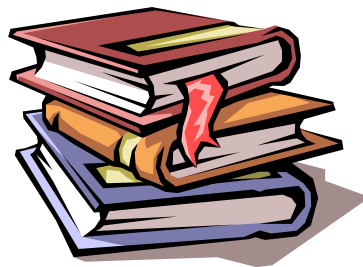


Introduction

Welcome to PSJA Transportation Department Fieldtrip Handbook. This handbook gives information and instructions on how to submit a **BUS** requests for your transportation needs. The Pharr-San Juan-Alamo ISD Transportation Department has implemented new software called **Trip Tracker**. This software will replace the carbon copy bus requests. The district fieldtrip request/roster form for none sport trips is still needed and is to be submitted to administration office. The link for Trip Tracker can be found on our district web site under the Transportation Department(under “links”).Once on Trip Tracker, it can be put into your favorites folder and dragged to your desktop for easier access. **Note:** A bus request is not the same as a fieldtrip request (non sports trip). The **TRIP TRACKER** is for **bus** requests only.

Training is required, as a user name and password is needed to have access to the software. Only those who go to the training will be given access to this system. If training is needed, make contact with your campus Principal or secretary. In turn, they will make contact with Transportation Department and will set up a training date. If training is needed, see page 3 of this handbook.

All your transportation needs such as fieldtrips, tutoring, after school programs, trailers, and overnight buses must be requested through Trip Tracker.



Who needs to attend this training?

Everyone who is involved in requesting, submitting, approving, and processing bus requests.

Example: Head Coaches, Athletic Secretaries, Band Directors, Band Secretaries, Campus Secretaries, Principals, Assist. Principals, Area Administrators, Area Administrators Secretaries

High Schools: 1.) Principals / Assist. Principals
2.) Campus Secretaries
3.) Head Coaches
4.) Athletic Secretaries
5.) Band Directors
6.) Band Secretaries

Middle Schools: 1.) Principals / Assist. Principals
2.) Campus Secretaries
3.) Head Coaches
4.) Band Directors

Elementary Schools: 1.) Principals / Assist. Principals
2.) Campus Secretaries

Area Administrators: 1.) Area Administrators
2.) Area Administrators Secretaries

Trainings: A Training session is available upon request at the technology department classroom or campus computer labs. Area Administrators, campus Principals and Secretaries are the only ones who can request training for their campuses.

TRIP TRACKER

The district's new fieldtrip system (**Trip Tracker**) has tools that can assist campuses in monitoring and managing submitted bus requests online, for example: approved or not approved bus requests by area administrator, Destination and reason for trip, cost of a fieldtrip after it's been completed.

There are two basic parts of this software, which the school campuses will have access to.

They are **Requesters** and **Approvers**.

- 1.) The **requesters** are going to be the one who will be submitting bus requests.
- 2.) The **approvers** are going to be the one who will be approving or denying the bus Requests submitted by the requesters.

After a successful submission and approval the system will automatically forward the request to the transportation department, then and only then is a bus and driver scheduled for the trip.



***Transportation department requires at least one sponsor be on each bus requested, it is highly suggested they ride towards the rear of the bus to maintain discipline and safety.**

DEADLINES

The Office of Transportation is always working to provide you with a safe and successful trip. But in order for us to do this, timely submission of your request and accurate information on the request is essential.

Transportation is requesting that all bus requests be submitted (10) ten working days prior to the requested trip date. If for some reason you fail to accomplish this requirement, please call transportation immediately and make contact with the Fieldtrip Coordinator, @ 354-2190 and let him know the situation. This extra effort will assist in ensuring your trip is properly scheduled. Be advised that failure to submit bus requests on time may jeopardize your trip. Up to 65 fieldtrips are scheduled by dispatch per day, finding a slot can sometimes be difficult.

The carbon copies are now obsolete.



BUS TRIP GUIDELINES FOR REGULAR AND SPECIAL NEEDS TRANSPORTATION

SUBMITTING BUS REQUESTS

- 1. Bus request must be submitted ten (10) working days before the event.**
- 2. All of the fieldtrip information must be completed and correct. Any bus Request that is not complete and correct will be rejected.**
- 3. Bus requests are filled on a first come first serve basis.**
- 4. Please submit a separate requisition when requesting any special needs transportation or truck and/or trailer.**
- 5. Routes begin at 3:00pm Monday thru Friday. **FIELDTRIPS MUST BE BACK AT CAMPUS BY THIS TIME.****

Regular ROUTES have first priority, fieldtrips second.



DO YOU NEED A REGULAR OR SPECIAL NEEDS SCHOOL BUS?

Special needs students have the right to ride a regular bus, provided safety is not an issue. Please check the students IEP if any special transportation requirements are needed. Example: (Wheelchair, car seat, etc.). Special needs students that do not require a seat belt while riding the school bus can accompany regular education students on a field trip using a regular school bus, as long as a monitor is on hand.

All wheelchair bound students will require the use of a special needs bus with a wheelchair lift. Specification on the number of student per fieldtrip and their needs is important.

The maximum number of students a bus can safely transport depends on the age and size of the students. Rule of thumb is three students per seat from grade Pre-K through Third, two students per seat for Fourth through High School. Buses have twenty-four seats.

If unsure on special needs transport or the number of buses needed for your group call 354-2190.



ON THE TRIP

SPONSORS / COACHES

- 1.) **One sponsor/coach must be on each bus.** They are to enforce bus rules (posted at the front of the bus) and to maintain a safe, clean atmosphere.
- 2.) Sponsors/coaches cannot be picked up at private residences or taken to their homes.
- 3.) Spouses and /or children of sponsors, coaches, and teachers are not allowed to ride on the bus except as part of the school group (i.e., student, paraprofessional).
- 4.) The sponsor will check the driver's log. Sponsors must sign off on trip log at the end of the fieldtrip (every day on overnight trips) validating mileage and itinerary.
- 5.) Sponsors are in charge of the field trip. The driver is in charge of the bus.
The driver is not to leave the bus unattended unless he/she is with the group.
- 6.) Drivers that need to leave their assigned fieldtrip to get something to eat or use facilities, must make contact with the sponsor before leaving the area.
- 7.) Sponsors are advised to give their cell number to the driver and vice versa.
- 8.) Sponsors are responsible for maps, directions and information. Do not expect the driver to know where you want to go.
- 9.) DRIVERS MUST RETURN TO THEIR REGULAR RTS. NO LATER THAN **3:00PM**
*** Parking fees and special permits are the sponsor's responsibility.***



OVERNIGHT FIELDTRIPS

- 1.) Sponsor/Coaches taking an OVERNIGHT FIELTRIP are responsible for the driver(s) lodging. Driver(s) will have a separate room every time an overnight trip is scheduled. No sharing rooms with coaches or sponsors only with other district drivers.

- 2.) All parking fees, overnight fees and permits are the sponsor's responsibility. Bus must be parked in a safe parking area. Public parking is sometimes not recommended, forcing sponsors to pay for parking at a better, safer location.

- 3.) Coaches/sponsors cannot request a specific driver. Driving assignments are based on a rotating system, all district drivers are trained professionals able to carryout any assignment.



Sponsors please review the hours the driver logs. All “stand by” time will be charged to the sponsor or campus at \$18.00 per hour. Stand by time is defined as time spent by the driver on the clock at the place of lodging waiting to see if the sponsor might need them. Time spent at other locations other than the lodging location is not subject to the extra charge

Fieldtrip Request / Bus Request Process

NOTE: A **FIELDTRIP** REQUEST AND A **BUS** REQUEST ARE TWO SEPARATE AND DIFFERENT ACTIONS.

Fieldtrip Request for Elementary Schools

The **district fieldtrip request form** is to be filled out completely by the requester. **TRIP TRACKER** is to be filled out at the same time. TRIP TRACKER will assign a trip NUMBER write this NUMBER on the trip roster form. This way when the roster is viewed by the administrator they can log on to **TRIP TRACKER** and sign off on that trip number approving or denying it. Each trip number is unique and cannot be deleted or altered.



PROCEDURES FOR SUBMITTING REQUESTS

A **bus** request needs to be submitted at the same time on the Trip Tracker software as the **FIELD TRIP ROSTER** is filled out and completed by the requester.

This **FIELD TRIP ROSTER** form can be found in the PSJA District Web site:

Click on Departments,

Click on Business Office,

Click on forms,

Click on forms below,

Under FORM L - Field Trip Request click on the word file

Then the **FIELD TRIP REQUEST/ROSTER** form will be visible and can be printed out.

On the next page you will see what the **FIELD TRIP REQUEST/ROSTER** looks like:

- **Transportation department requires at least one sponsor be on each bus requested, it is highly suggested they ride towards the rear of the bus to maintain discipline and safety.**



FIELD TRIP REQUEST

SCHOOL _____ DATE _____

GROUP MAKING REQUEST _____

TRIP DESTINATION _____

DATE OF TRIP _____

TIME OF DEPARTURE _____ RETURN _____

PURPOSE OF TRIP _____

Trip Tracker
 Trip #

VEHICLE NEEDED (TYPE) _____ DRIVER YES NO

*If driver is one of the sponsors, that driver must have prior approval by the Transportation Department to drive a school vehicle

NUMBER IN GROUP: BOYS _____ GIRLS _____ SPONSORS _____

NAME(S) OF SPONSORS: _____

IS THIS AN OVERNIGHT TRIP? YES NO

HOTEL ACCOMMODATIONS: _____ PHONE: _____

Please complete the following on all overnight trips:

ANTICIPATED EXPENSES

Meals/lodging/other \$ _____

Comments: _____

EXPENSES WILL BE PAID BY

District Budget Funds \$ _____

Activity Account Funds \$ _____

(Note: if to be paid from both funds indicate amount to be charged to each fund)

OVERNIGHT TRIP GUIDELINES:

1. Trip request must be in a minimum of 15 days in advance if School Board approval is necessary.
2. If boys and girls are involved, a male and female sponsor must accompany the group.
3. The trip must be approved by the Principal, Superintendent and School Board if out-of-state or out-of-country.

APPROVAL:

Principal _____ Date _____

Administrator for Elementary/Secondary _____ Date _____

Superintendent (For Out-of-State or Out-of-Country overnight trips) _____ Date _____

School Board (For Out-of-State or Out-of-Country overnight trips) _____ Date _____

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FIELD TRIP LIST

DATE: _____ LEAVING: _____ RETURNING: _____

SPONSOR: _____ PLACE: _____

PRINCIPAL: _____






↑
Trip Tracker
Trip #



1.	24.
2.	25.
3.	26.
4.	27.
5.	28.
6.	29.
7.	30.
8.	31.
9.	32.
10.	33.
11.	34.
12.	35.
13.	36.
14.	37.
15.	38.
16.	39.
17.	40.
18.	SPONSORS
19.	1.
20.	2.
21.	3.
22.	4.
23.	5.

Once the **FIELD TRIP REQUEST/ROSTER** form is filled out, completed and approved by your campus principal it then must be forwarded to your assigned Area Administrator for approval. The trip tracker # must be on this form. The TRIP TRACKER # will allow them to view your specific request for buses and approve or deny it. If your **fieldtrip request** paper form is approved, the **BUS** request has to be approved on **TRIP TRACKER** by your Area Administrator.



Trip Request

- Status: **Unsubmitted**
-  Cancel
 -  Reactivate
 -  Clone
 -  Close
 -  Delete

 -  Approve
 -  Reject

[Trip Details](#) | [Trip Estimate](#) | [Directions](#) | [Scheduling](#) | [Completion](#) | [Invoicing](#) | [Payment](#) | [Trip History](#)

Trip Details

Trip Name: Trip Date:

Trip Type: Activity Type:

Reason for Trip:

Account: Requester:

Expand Requester List

Account Notes:

Origin:

Departure Date: Departure Time:

Return Date: Return Time:

Destinations:

Destination:
 [Click here to add a new location...](#)

Arrival:

Departure:

Click "Add" to add the select location to the list of destinations for this trip.

No destinations have been added for this trip.

Adults Students Wheelchairs Vehicles Special Accommodations

Contact Name: Contact Phone:

Notes:

THIS IS THE ACTUAL FORM ON THE **TRIP TRACKER** WEB SITE. THIS FORM IS TO BE FILLED OUT AT THE SAME TIME AS THE HARD COPY **FIELD TRIP REQUEST** FORM. THIS WILL GIVE YOUR **BUS REQUEST** A TRIP # THAT SHOULD BE PAIRED TO YOUR **FIELDTRIP REQUEST**.

In an effort to keep all Trip Request forms uniformed, we ask that you follow this format when filling out your Trip Request form.

TRIP NAME: [Name your campus and the sport or club that will be on the trip.](#)

Elementary schools should enter their school name followed by E.S. (Example: Cesar Chavez E.S.). Perfect attendance / Top AR readers, etc.

Middle schools should enter their **school name** followed by M.S. (Example: Alamo M.S.). Boys track, football A-team, etc.

High schools should enter their **school name** followed by H.S. (Example: North H.S.)

[ADD YOUR SPORT OR CLUBS NAME](#)

TRIP DATE: Click on arrow and enter the date the bus is needed.

TRIP TYPE: Choose the letter that pertains to your specific needs.

NOTE: If a Special Needs Bus or Trailer is needed, you must complete a separate Trip Request Form for each.

Example: If two regular buses, one Special Needs Bus and a trailer are needed for a trip to Brownsville, you must submit three Trip Request Forms.

1. Two regular buses, 2. Special Needs Bus, 3. Trailer).

ACTIVITY TYPE: Click on arrow and choose your activity.

REASON FOR TRIP: Type in your groups name, grade level(s), and reason for trip. Limit your entry to 36 characters. Please be brief and to the point.

Examples: Elementary Schools: AR / 3rd Grade / Reward readers

Middle Schools: Football game / freshmen /A- Team

High Schools: Track Meet / Girl's / Varsity

ACCOUNT: Click arrow and scroll down to locate your account. Highlight and click on your account.

REQUESTER: Once an account has been entered, a list of requesters will be displayed. Highlight and click. If your name does not appear in the requester field contact transportation @ 354-2190.

ACCOUNT NOTES: No action required on your part. Your account number should appear.

ORIGIN: Once an account has been entered, the origin will be displayed in this field.

DEPARTURE DATE: Click arrow and choose your date. Departure date and **Trip Date** should be the same.

DEPARTURE TIME: Enter the time you want to depart from your campus.

RETURN DATE: Enter the date in the calendar.

****RETURN TIME:** Enter the time you want to return to your campus. (No later than 3:00 P.M.)

DESTINATION: Click arrow and locate your destinations.

If your destination is not listed, then you may add your destination by clicking on "Add a new location" NOTE: Please examine the list carefully. Your destination may already be in the list but worded differently.

ARRIVAL: (Arriving at fieldtrip destination)

DATE: Date will automatically match the departure date.

TIME: Enter the time you estimate arriving at your fieldtrip.

DEPARTURE: (Departing from fieldtrip location and returning to your campus)

DATE: Date will usually be the same as departure from campus date, unless an overnight trip was scheduled.

TIME: Enter the time you estimate departing from fieldtrip location in order to return to your campus. NOTE: **Return Time** and this time must coincide. Example: If your ****Return Time** is 5:00 p.m., then you enter 4:30 p.m. in this field.

ADD You MUST click ADD before continuing otherwise the information will not be saved.

NUMBER OF : ADULTS STUDENTS WHEELCHAIRS VEHICLES
(((Enter the correct number in each box))).

Note: All buses are air-conditioned and therefore it is not a "special accommodation".

CONTACT NAME: Enter sponsor's name.

CONTACT PHONE: Enter a cell phone number where the sponsor can be reached.

NOTES: Use this space to let us know where to pick up your group and how many coolers or other equipment you'll be taking on your trip. (Example: Pick us up at the baseball field / in front of the school / field house / etc.)

SUBMIT: Click on *submit*. Wait for green pop-up confirming submission. This completes the procedure for requesting a bus. The approval will come from principals, athletic directors, and or area administrators.