
FIELD TRIPS (TRS-P007)

WENATCHEE SCHOOL DISTRICT

1.0 SCOPE:

- 1.1 This outlines the procedure to follow when any employee wishes to use a district-owned bus for school-related travel. NOTE: Regarding bus availability and chartering, this should be in accordance with the Bus Drivers Bargaining Agreement, Section 2.2 Contracting.

The online version of this procedure is official; therefore, all printed versions are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Director of Transportation, Transportation Administrative Secretary, Transportation Dispatcher

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Transportation

4.0 DEFINITIONS:

- 4.1 Only Wenatchee School District Bus Driver employees are allowed to drive district buses.

5.0 PROCEDURE:

- 5.1 Any employee wishing to use a district-owned bus for school-related travel is required to complete a Request for Approval of a School-Related Field Trip/Student Transportation Form #LT-01-00 and submit it to his/her Supervisor for approval.
- 5.2 The Supervisor will authorize the travel, apply proper budget numbers, and forward the form to the appropriate departments as listed on the bottom of the form (white – Transportation, yellow – Curriculum, pink – Supervisor, goldenrod – Teacher). An approved copy can be faxed to the Transportation Department at 662-6776. It is the responsibility of the employee and/or the Supervisor to ensure that the Transportation Department has received the form prior to the date of travel. Without the approved form, the Transportation Department is unable to arrange for a bus and a driver. NOTE: Request forms are required to be in to the Transportation Department at least 7 days prior to the proposed trip date.
- 5.3 The Transportation Dispatcher will process the request, determining whether the trip is a “shuttle” (under 2 hours) or a “roster” (over 2 hours) out of town.
 - 5.3.1 The trip details will be posted on the shuttle or roster Driver Seniority Scratch List on the driver bulletin board in accordance with the appropriate sections of their Bargaining Agreement.
- 5.4 The Transportation Dispatcher then makes trip assignments from the shuttle/roster Driver Seniority Scratch List.
- 5.5 After completion of the trip, the bus driver fills out a daily log sheet with trip times and mileage. The log sheet is routed to the Transportation Dispatcher for inclusion of the appropriate budget numbers and is then given to the Transportation Administrative Secretary for final processing.

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5.6 The Transportation Administrative Secretary will appropriate charges from the log sheet to the building/department according to the budget number.

5.7 Each month, charges are balanced and reconciled from which budgetary and departmental reports are produced.

6.0 ASSOCIATED DOCUMENTS:

6.1 Request for Approval of a School-Related Field Trip/Student Transportation Form #LT-01-00

6.2 Transportation Dept. field trip binder

6.3 Bus Driver daily log sheet form

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
All documents listed in Section 6.0	Transportation Dept. files	5 years	Discard as desired	Transportation Dept. storage

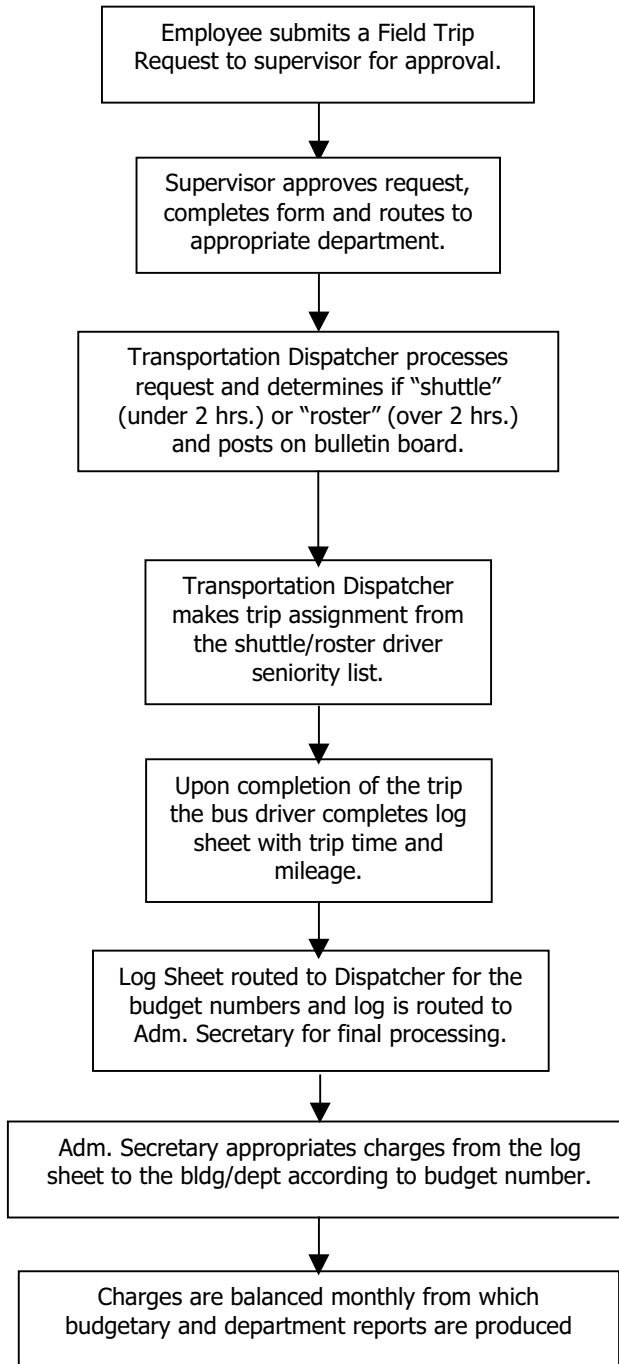
8.0 REVISION HISTORY:

Date: **Rev:** **Description of Revision:**

15-Apr-02 A Original release

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Exhibit "A"



**** End of procedure *****