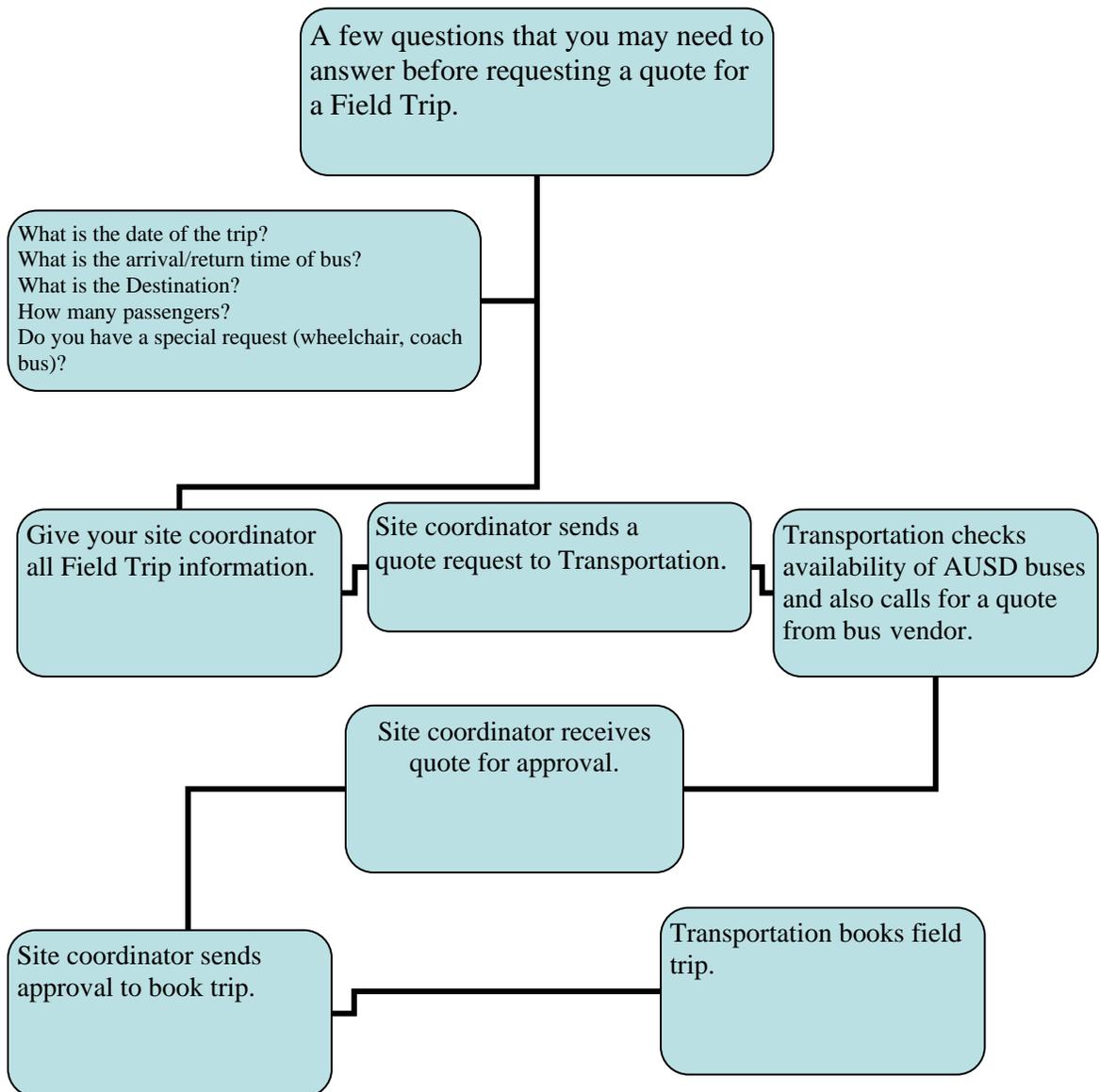


## FIELD TRIP PROCESS



Transportation **does not** lock in the quote until the site coordinator chooses the vendor/quote and confirms the trip. If Transportation does not receive confirmation within 24 hours of the quote, the vendor may not be available and the next vendor will be chosen.

### **Why did I get CHARGED more for my trip?**

#### ***Most common reasons a trip can cost more than the quote:***

1. Contractor availability: At the time of booking the available contractor was not the lowest bid.
2. More time due to traffic, lost student, etc. Many contractors charge a 4 hour minimum and when a field trip goes over the contracted time (even by 15 minutes) the trip is charged the additional hour rate.
3. More miles than planned: Every mile is charged. (SEE TRIP COST FORM)
4. Different contractor: The trip was scheduled with a specific contractor or AUSD bus driver and a bus breaks down or a driver calls in sick. Transportation schedules another contractor to pick up the trip. The trip is charged the cost of the contractor used for the trip.

### **How do I plan for the expense of a field trip?**

1. Submit your request early. Last minute trips cannot be guaranteed.
2. Plan for extra time. Time begins from the time a driver checks in for the trip to the time a driver returns back to the bus yard.
3. Plan for the most expensive quote and use the funds for the next field trip.
4. \*February – April (March Madness) is the busiest time for transportation and it is difficult to secure a bus.
5. \*\* All cancellations with a contractor within 24 hours of the scheduled trip day are subject to a cancellation fee up to the total cost of the trip.