

Field Trip Athletic

1. School's staff enters trip request using the "Web Trips" application.
2. School's staff must request one bus per 55 or less passengers (Adults plus students); otherwise request will be denied by the Field Trip Unit (FTU).
3. Is date of trip requested less than 10 days ahead?
 - 3.1 Web Trips will issue a soft warning. School's staff should call FTU to ensure that they can provide transportation in such short notice.
4. Trip request is saved in Web Trips.
5. An automatic email notification is sent to: a) Requestor, "request has been entered" (Status: Unapproved) and b) Athletic Director (AD) "request needs your approval".
6. AD logs into Web Trips and reviews trip request and
7. Decides to "Approve" or "Deny".
 - 7.1 AD denies request, an automatic email notification is sent to requestor: "request has been denied" (Status: Denied).
 - 7.2 Request is saved in Web Trips as "Denied".
8. AD approves request, an automatic email notification is sent to: a) requestor "request has changed" (New Status: Approved1), and another to b) next approver (Principal) "request needs your approval".
9. Principal logs into Web Trips and reviews trip request and ...
10. Decides to "Approve" or "Deny" (see steps 7.1 and 7.2). Principal approves request, an automatic email notification is sent to requestor: "request has changed" (New Status: Pending).
11. FTU reviews request: Departure date, destination, number of passengers, special needs, fund, trip category, rate, schedule type and special instructions (split trip?). (Note: FTU only uses TOM (Transportation Operations Manager) application which manages the Web Trips application used by schools).
12. FTU decides to "Accept" or "Deny". For Deny, see 7.1 and 7.2. (FTU can change to accept if later it chooses so). From this point on, the school could call FTU and cancel a trip (See step 19 Note).

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13. FTU accepts request, an automatic email notification is sent to requestor: “request was accepted” (Status: Accepted). Once the request is accepted, it freezes up & only the FTU employee can make a change.
14. FTU goes now under “Work with Field Trips”, select Trip # and Edit it: Miles (click on “Map”) and rate.
15. FTU prints Field Trip Ticket(s) (FTT). Distribution List:
 - a. Accounting (White).
 - b. Teacher (Green).
 - c. Depot-Timekeeper (Yellow)
 - d. Driver (Pink).
 - e. FTU (Gold-filed chronologically).
16. FTU employee reviews trip for assigning driver & bus vehicle.
17. FTU ponies the tickets to: A) the school (copies “a” to “c”), and B) Depots (copy “d”) with a “Depot Sign In Log” (DSIL) where driver acknowledges receiving the ticket.
18. Depot returns DSIL to FTU. Archived chronologically.
19. Does school cancel trip late? School is canceling late if: a) it is done with less than one hour before departure time on a workday, b) less than a day for weekend, holidays and non-scheduled school days trips.

Note: There are no cancellation fees when trip is cancelled prior to the guidelines above in this step. A trip could be cancelled at any point from step 10 to step 19 and the following are different scenarios and the steps taken:

- School cancels before the ticket is printed by FTU. FTU will take note, in TOM application, of person canceling the trip, reason, date and time of cancellation. Also, FTU will require a written confirmation of the cancellation.
- FTU printed the ticket, but has not sent it to the school or driver. FTU will destroy the ticket and proceed as mentioned in prior scenario.
- The school and the driver have already received the printed ticket. FTU will contact the assigned driver to inform him/her of the cancellation. FTU does not require the ticket back from the school or driver. FTU will take note and proceed as mentioned in the first scenario.

19.1 Late cancellation charges are: a) workday: 1 hour and 10 miles, b) weekend, holidays and non-scheduled school days: 3 hours and 10 miles.

20. Date of trip, school staff gives their FTT copies to driver. If ticket is lost, FTU can fax a new copy.

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21. Driver enter odometer readings and times (start & end) on ticket and obtain teacher's signature.
22. Driver turns FTT copies (a-c) to Depot Timekeeper.
23. Timekeeper keeps yellow copy (c) of FTT, reviews it and enters the employee's time into TIMS **Payroll**. (**Note:** Split trip is considered as two trips when paying gas and waiting time to employee).
24. Timekeeper attaches FTT copies ("a" and "b") to a copy of their corresponding Daily Log and forwards them to FTU.
25. FTU employee enters time & mileage to complete the FTT. (**Note:** Split trip is considered as two trips when charging (a) deadhead miles and (b) gas and waiting time).
26. FTU coordinator reviews completed FTTs and bill them, so they can be exported by Accountant.
27. DOT Accountant exports file from TOMS application to Financial Management System (FMS) for billing or JV (Journal Voucher).

END.