
OBTAINING CHARTERED TRANSPORTATION PROCEDURE (INS-P010) Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process of obtaining Chartered Transportation for field trips.

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Principals

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Academic Officer

4.0 DEFINITIONS:

- 4.1 Charter Transportation: Contracted transportation from a third party.
- 4.2 SSC: School Support Coordinator
- 4.3 Trip Planner: Software program for scheduling field trips and excursions

5.0 PROCEDURE:

- 5.1 A Contract for Chartered Bus Service ([BUS-F002](#)) signed by the contractor is obtained. The contractor also provides a certificate of insurance that reflects adequate liability and other appropriate forms of insurance.
- 5.2 The School Principal reviews and signs contract and forwards contract, with insurance certificate and Routing Slip ([BUS-F003](#)) to the SSC.
- 5.3 The SSC adds trip to the Trip Planner, reviews insurance and contract, indicates approval on the Routing Slip and forwards the packet to the CFO.
- 5.3.1 If disapproved, the SSC returns the packet to the School Principal.
- 5.4 Chief Financial Officer reviews and signs contract.
- 5.4.1 The approved packet is returned to the SSC.
- 5.5 The SSC makes copies and sends approved packet to the school principal.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Contract for Chartered Bus Contract ([BUS-F002](#))
- 6.2 Routing Slip ([BUS-F003](#))



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7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Contract Packet	School Office	Individual School Decision	Discard as Desired	Secured Building

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
1/10/05		Initial Release
6/21/10	A	Renamed responsibility to SSC in 5.3, 5.3.1, 5.5.1 & 5.6, added two definitions and updated flow chart

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

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