



**REQUESTING, OBTAINING, AND PROCESSING BUS TRANSPORTATION  
FOR ROUTINE ATHLETIC TRIPS, FIELD TRIPS AND EXCURSION TRIPS  
PROCEDURE  
(TRN-P008)**

Clarksville-Montgomery County School System

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**1.0 SCOPE:**

- 1.1 This procedure outlines the processing of trip requests submitted by schools.

**2.0 RESPONSIBILITY:**

- 2.1 Student Transportation Manager STM
- 2.2 Assistant Student Transportation Manager ASTM
- 2.3 Bookkeeper
- 2.4 Trip Coordinator
- 2.5 District Programs and Activities Coordinator

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

**3.0 APPROVAL AUTHORITY:**

- 3.1 Chief Operations Officer COO

**4.0 DEFINITIONS:**

- 4.1 Field Trip: One day trip a distance less than 200 round-trip highway miles.
- 4.2 Excursion Trip: A trip involving an overnight stay or a distance in excess of 200 round-trip highway miles or more.
- 4.3 Trip Planner: Computer program used for recording special trips.
- 4.4 Driver's Evaluation of Field Trip or Athletic Trip (TRN-F019): Drivers may complete at the conclusion of the trip to provide positive or negative feedback concerning the trip.
- 4.5 Sponsor's Evaluation of Field Trip or Athletic Trip (TRN-F048): Sponsors may complete at the conclusion of the trip to provide positive or negative feedback concerning the trip.
- 4.6 Fuel Cards: Credit cards authorized for the purchase of petroleum products only. (Oil, anti-freeze, transmission fluid, and fuel. (All other purchases are unauthorized.)

**5.0 PROCEDURE:**

- 5.1 REQUIREMENT: Requests should be submitted at a minimum, 10 days prior to the trip date. Departure for trips should be scheduled for after 8:45 am and arrival time back to the school site should be no later than 1:30 pm to ensure daily transportation servicing students to and from school is not interrupted. The STM can approve departure and arrival times outside this window on a case by case basis, providing ample coverage is available for daily transportation services.
- 5.2 Field trip request is electronically submitted In Trip Planner. (Trip is coded Black)



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- 5.3 School Administrator approves (Trip is coded Blue) or disapproves (Trip is coded Red) trip destination.
- 5.4 District Athletic Coordinator approves (Trip is coded Light Purple) or disapproves (Trip is coded Red) athletic trip.
- 5.5 Student Transportation Manager reviews trip request and approves (Trip is coded Orange) or disapproves (Trip is coded Red).
  - 5.5.1 If the trip is rejected, (Trip is coded Red) on Trip Planner indicating the school will be required to make other transportation arrangements.
  - 5.5.2 If the trip is approved (Trip is coded Orange) on Trip Planner.
  - 5.5.3 The requesting school's Athletic Director and Bookkeeper can access Trip Planner for the status of their request.
- 5.6 Trip Planner electronically selects a bus Driver/Aide for the scheduled trip. (Trip is coded Gray)
  - 5.6.1 Drivers must have successfully completed six (6) months probationary period to be considered for trips and have a completed Field Trip Verification Form (ref. TRN-F008) on file. Drivers with six (6) to 12 months experience will be limited to Montgomery County. Drivers with over one (1) year experience may participate in out of county trips.
  - 5.6.2 Drivers meeting the criteria will be selected from the Trip Planner Rotation Data Base. Drivers/Aides are notified by the CMCSS e-mail system. Notification includes date, time, school, destination, and expected time of return. Driver/Aide accepts the assignment. (Trip is coded Green) If driver/Aide declines trip, Trip Planner automatically assigns next Driver/Aide.
- 5.7 For Excursion Trips, Drivers will contact the Vehicle Maintenance Manager and sign for a Fuel Card in the event the purchase of fuel is required. Drivers will return the Fuel Card along with all receipts to the VMM upon completion of the trip.
- 5.8 If applicable, Driver/Aide completes Out of County Claim for Reimbursement Form (ACC-F003) for meals and other approved expenses and submits to the Transportation Manager the following business day.
- 5.9 Driver/Aide electronically enters hours and miles when trip is completed. The trip sponsor verifies the driver's/aide's hours and miles, and submits totals in Trip Planner.
- 5.10 Bookkeeper verifies miles and hours before closing the trip. (Trip is coded Yellow)
- 5.11 Bookkeeper closes trip for payment based on verified mileage and hours.



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- 5.12 STM or ASTM closes the trip in the event bookkeepers are unavailable and waiting would delay Drivers/Aides being paid in a timely manner (ex: Fall Break and Spring Break).
- 5.13 Information is electronically submitted to payroll in a batch procedure for disbursement.
- 5.14 Trips are coded Yellow when closed.
- 5.15 Drivers and Aides will be compensated for Extra-Curricular Transportation in accordance with TRN-A005.
- 5.16 Drivers may complete Driver's Evaluation of Field Trip or Athletic Trip (TRN-F019) at the conclusion of the trip to provide positive or negative feedback concerning the trip.
- 5.17 Sponsors may complete Sponsor's Evaluation of Field Trip or Athletic Trip (TRN-F048) at the conclusion of the trip to provide positive or negative feedback concerning the trip.

**6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Driver's Evaluation of Field Trip or Athletic Trip (TRN-F019)
- 6.2 Sponsor's Evaluation of Field Trip or Athletic Trip (TRN-F048)
- 6.3 Athletic and Field Trip Verification Form (TRN-F008)
- 6.4 School Bus Driver and Aide Compensation for Extra-Curricular Transportation (TRN-A005)
- 6.5 Out of County Claims Reimbursement Form (ACC-F003)

**7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Field Trip Verification Form	Transportation Administrative Assistant II Office	Current plus 5 years	Discard as Desired	Secured Building
Trip Planner Rotation Data Base	CMCSS Server	Perpetual	Permanent	Secured CMCSS Database

**8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
2/02/04		Initial Release
5/20/04	A	Add 5.4.1, 5.4.2, 6.3, 6.4 and records to 7.0



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11/13/06	B	Remove TRN-F009 from 5.4.2 & 6.0.
6/2/11	C	Rewritten to reflect Trip Planner procedure. Flowchart update to reflect Trip Planner procedure.
11/1/11	D	Name of Procedure changed. Procedure will encompass TRN-P005, which will become obsolete.  2.3, 5.7, 5.8 Responsibility is transferred from Lead Driver to Bookkeeper.  5.9 Responsibility is transferred from TM and ATM to Bookkeeper.  5.10 Added.  Flowchart updated to reflect change from LD, TM, and ATM to Bookkeeper.
11/13/12	E	Add 4.4, 4.5, 5.1, 5.8-add sponsor signature, 6.3-add Athletic Trip, 6.4. 7.0 correct storage and protection requirements.
3/30/15	F	Name of Procedure changed. Procedure will encompass TRN-P009, which will become obsolete. 2.2 and throughout, change Assistant Transportation Manager to Fleet Supervisor. Add Aide throughout. Add 4.2, 4.7, 5.8, 5.9, and 6.5. Update flowchart.
5/31/18	G	2.1 Changed "Transportation Manager TM" to "Student Transportation Manager STM"; 2.2 Changed "Fleet Supervisor FS" to "Assistant Student Transportation Manager ASTM"; Added "2.5 District Programs and Activities Coordinator"; 4.1 Changed "150" to "200", added "round-trip", deleted "or less than 100 air miles radius."; 4.2 Changed "150" to "200", added "round-trip", added "or more", deleted "or more than 100 air miles radius."; Deleted 4.4 "Trip Information Form: A sheet the driver completes with trip information (mileage, hours) for pay purposes."; 5.1 Changed "TM" to "STM"; 5.2 Changed "Request for Special School Bus Trip" to "Field trip request"; 5.3 Changed "Dark Purple" to "Red"; 5.4 Changed "Dark Purple" to "Red"; 5.5 Added "Student", Changed "Gold" to "Orange", changed "Dark Purple" to "Red"; 5.5.1 Changed "Dark Purple" to "Red", changed "to requesting school alternative arrangement must be made" to "the school will be required to make other transportation arrangements."; 5.5.2 Changed "Gold" to "Orange"; Deleted 5.7; 5.9 Changed "Bookkeeper" to "Transportation Manager"; 5.10 Changed "manually" to "electronically"; added "and"; deleted "and signs TIF"; changed "and signs TIF" to "the driver's/aide's hours and miles, and submits in Trip Planner."; deleted "TIF is turned in to the Bookkeeper the following business day."; Deleted 5.11; 5.12 Changed "TM" to "STM", Changed "FS" to "ASTM", Changed "Red" to "Yellow"; 5.13 Changed "projected" to "verified"; 5.16 Changed "Red" to "Yellow"; deleted "or cancelled."; 9.0 updated flowchart



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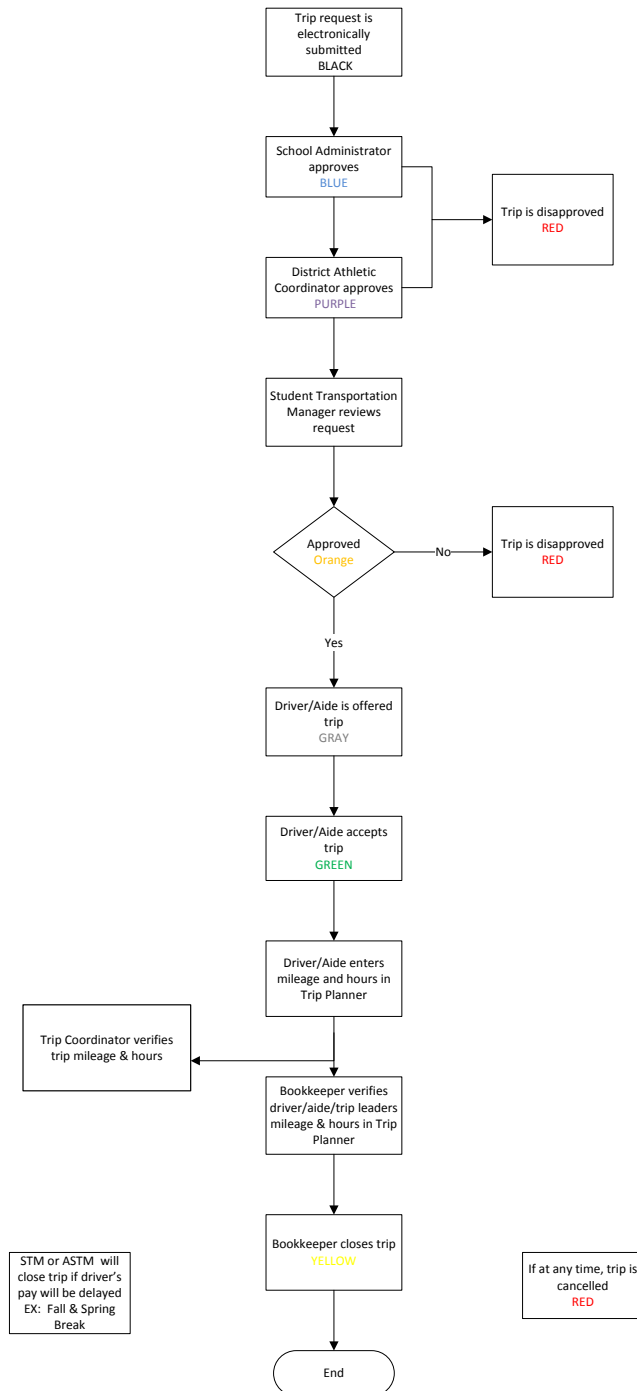
**9.0 FLOWCHART:**

9.1 A flowchart detailing this process can be found below.



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