



TRANSPORTATION AND FIELD TRIP REQUEST MANUAL

2018-2019

Electronic Format Found At:

<http://www.dekalbschoolsga.org/transportation/field-trips>

Table of Contents

***Table of Contents* 2**

***Introduction* 3**

Field Trip Protocol..... 4-5

FAQ's.....6

Status of a Field Trip.....7

***Request Category #1: Field Trips*.....8**

Approval Requirements.....8

Field Trip Availability.....8

Request and Payment Timeline8

Day of Field Trip9

***Request Category #2: School-Requested Activity*..... 10**

Approval Requirements.....10

Request and Payment Timeline10

***Request Category #3: Pre-Approved Activities*..... 11**

Approval Requirements.....11

Request and Payment Timeline11

Day of Trip/Route.....11

***Edulog Procedures*..... 12**

Initial Edulog Remote Log-On12

Entering A Request..... 13-15

Entering a Recurring Trip.....16

Principal and Regional Superintendent Log-On..... 17-18

***Non-DCSD Transportation*..... 19**

***Transportation Request Contact Numbers*..... 20**

Introduction

This manual is a reference document for bookkeepers, principals, regional superintendents, regional coordinators, and department heads on how requests for transportation are initiated, planned, paid, and trips conducted.

All trips are paid at a rate of \$25.00 per hour and \$1.50 per mile. The document is divided into three sections, depending on the type of transportation trip being requested:

1. **Field Trips**. These are one-day, one-time trips from the school to a destination, such as Fernbank, museums, or other learning destinations. All field trips are to be paid by the schools. Transportation does not third party bill. **Examples are trips to Fernbank Science Center, Zoo Atlanta, Center for Puppetry Arts, etc.**
2. **AfterSchool-Paid Activities**. These are one-time or recurring trips during school or after school that are planned in advance. **These include tutorials, Cool Girls, Latin American Association, student spectator buses, athletic scrimmages, etc.**
3. **Pre-Approved Activities**. Certain programs that are sponsored by District-level departments require bus transportation. These activities could be before, during, or after school, as well as on weekends. **These are athletics, cheerleaders, band, science tools and technology (STT), community-based instruction (CBI) for special needs students, community-based vocational tech (CBVT) at job sites, etc.**

This manual may be updated on a frequent basis for the 2018-19 School Year. Please check the following web page to ensure you are reviewing the latest manual:

<http://www.dekalbschoolsga.org/transportation/field-trips>

TRANSPORTATION FIELD TRIP PROTOCOL

Category:	Transportation Field Trips
Title:	Standard Operating Procedure (SOP) for Transportation Services Requests
Applicability:	School Bus Drivers, Bus Monitors, Field Support Supervisors, Transportation Supervisors, Transportation Mgrs., Bookkeepers, Principals, Regional Superintendents
Legal Review Required:	Yes
COO Review Required:	Yes
Responsible Department:	Transportation

PURPOSE: The purpose of this protocol is to ensure that all transportation service requests are processed in an efficient manner and all funds associated with providing these services are collected in a timely fashion.

Requester/School will:

- Enter Field Trip Transportation Request via Edulog with attached supporting documentation
- Enter Students' names and addresses on an Excel spreadsheet and attached for all activities and tutorial request only

Principal will:

- Review automated email of Field Trip Transportation request generated by Edulog
- Process approval or denial of Field Trip Transportation request
- If denied, Principal must communicate denial to Requestor

Regional Superintendent will:

- Review automated email of the **approved** Field Trip Transportation request generated by Edulog
- Deny field trip request or provide 2nd level approval for Field Trip Transportation request
- An Edulog automated approval or denial email notification is sent to the principal

Regional Transportation Specialist will:

- Review field trip request for validity

Routing Specialist will:

- Review Edulog Tutorial and Activity Report

- Review student spreadsheet(s), Create route(s) for tutorial and activities and e-mail route (s)to Transportation Supervisor

Transportation Supervisor will:

- Generate Edulog Field Trip Report 2x/day
 - **Morning:** Between 7:00am- 10:00am
 - **Afternoon:** Between 2:00pm-5:00pm
- Secure and assign driver(s) via a dropdown list in Edulog

Edulog Automation will:

- Email confirmation to requestor

Transportation Supervisor will:

- Print trip requisition and deliver to driver(s) no later than 2-5 days before the scheduled trip

Bus Driver/Bus Monitor will:

- Submit trip requisition to requestor for signature on the day of the event
- Submit signed trip requisition to Transportation Supervisor with corresponding weekly timesheets

Transportation Supervisor will:

- Review and submit trip requisition packet to their designated Regional Transportation Specialist to process payment following the trip

Regional Transportation Specialist will:

- Enter Driver's Report into Edulog
- Generate monthly invoice
- Print and submit invoice(s) to schools for payment
 - Regional Superintendents are copied on past due invoice(s)

Requester will:

- Remit payment (check or GUI panel 201) to Transportation Payroll /Field Trip Department with a copy of the invoice attached

Regional Transportation Specialist will:

- Enter check information into Access check log (Shared Drive) upon receipt of payment packet
- Send payment packet to the Division of Finance for final processing within 24 hours of initial receipt

Note: The Transportation Department will not process a transportation request if it has not been formally approved in the Edulog System by the Regional Superintendent.

FAQs

- **Can you check and see if I have a field trip scheduled?**

The Field Trip Liaison at your school has access to look in the Edulog System for this information.

- **How many students can ride on a bus?**

Elementary 72 (with 3 per seat) Middle 48 High 48 (Leave room for Chaperones)

- **How can I check if a field trip has been approved by the regional office?**

The Field Trip Liaison at your school has access to Edulog and can review the status tab under Find A Field Trip

- **This Saturday it might rain but my school has an athletic trip scheduled. What number do I call (since the office is closed) as soon as the coach finds out that the game is canceled?**

Call the emergency/afterhours line 404 362-1671 and the answering service will assist and connect you to Transportation personnel.

- **How much will a trip to the zoo cost for two buses?**

Please see pg. 3 of this handbook to calculate the cost of a trip to any location.

- **When entering a request into Edulog, I do not see the destination. How do I add it?**

First you must try to search for the destination by checking the spelling and dropping or adding words (ex. West Georgia University is University of West Georgia in Edulog). If this does not work, please email the Transportation Specialist.

- **Who is responsible for cleaning the bus if a mess is left on it from a field trip?**

It is the school's responsibility to clean if the bus is left in a mess. Teachers/Chaperones must make sure that the bus is clean before exiting the bus.

- **Is a meal stop permissible?**

Meal stop request and location must be in Edulog field trip request comment section.

STATUS OF A FIELD TRIP

Saved- Trip has been created, but not yet submitted. You may edit, delete or copy trip.

Submitted- Trip has been created and submitted and is waiting to be approved by principal and regional office.

Pending- Trip has been approved and waiting to be scheduled by Transportation Supervisor

Approved- Trip has been approved.

Active- A change has occurred on an approved trip

Denied- Trip has been denied. You may copy trip, make necessary changes and resubmit.

Scheduled- Trip has been approved and a driver has been assigned to the field trip. All changes must be made by the Department of Business Services/Field Trip. You may view or copy trip.

Cancelled- Trip has been cancelled. You may view or copy trip.

Completed- Trip has been completed and will be billed to the school by Department of Business Services/Field Trip. You may view or copy trip.

Billed- Trip has been completed and billed to the school.

Request Category #1: Field Trips

Approval Requirements

The Principals and Regional Superintendents must electronically approve all field trips in Edulog. They are to monitor the number and nature of the field trip requests and work with teachers to determine the appropriateness and educational value of the requests. Every effort should be made to limit the number of trips from his/her school. Field trips should support the instructional programs of the DeKalb County School District.

Field trips will not be approved if the time conflicts with the regular student transportation program. DeKalb County School District buses may be used for trips that are 75 miles or shorter. Trips longer than 75 miles must be arranged by the school with a private carrier (see section on Non-DCSD Transportation).

Principals should review each field trip request for accuracy. In order to check on any trip, the requisition number(s) will be required.

If needed for special needs students, lift buses must always be specified in the school notes on the requisition in Edulog and an email must be sent to your Transportation Specialist.

Field Trip Availability

Transportation is available, space limited, for field trips for the following days and times:

- Monday, October 1, 2018 through Thursday, May 23, 2019
- School days: 9:45 AM – 12:45 AM for lift buses, 9:00 AM – 1:30 PM for all other buses
- Distance from the school to the destination is limited by the time constraints above.
- Weekend field trips are allowed during the date ranges above.

Request and Payment Timeline

1. All requests must be submitted via Edulog at least 21 calendar days prior to the trip date.
2. Transportation Department will provide a cost estimate for pre-paid trips before October 1, 2018 and after April 15, 2019. (17 calendar days prior to the trip date)
3. Regional Superintendent approval is due 14 calendar days prior to the trip date.
4. If a trip is to be cancelled by the school, the Transportation/Business Services Department must receive notice of cancellation by email (to your Transportation Supervisor and Transportation Specialist) no later than three days prior to the trip.
5. For all field trips, all schools will receive a monthly invoice. Payment is due no later than three (3) days after the invoice date. If payment from prior field trips or activity routes is still

outstanding at the time of submitting requests for a future field trip in Edulog, the field trip request will be rejected in Edulog until such payment is received.

6. For field trips funded by After School and Extended Day Program (ASEDP) funds, an email from the ASEDP Office must be received by the Billing Department no later than 14 days prior to the trip. The email shall indicate the amount that can be covered and express approval by the ASEDP staff to use such funds. If email is received in a timely manner, then no pre-payment is needed.
7. Schools are responsible for parking fees or fueling costs for regular trips, extended stay or overnight trips, if needed.
8. After the field trip, an invoice will be sent to the school with the pre-paid deposit credited to the full cost. If money is still owed, that amount will be due according the instructions on the invoice.

Day of Field Trip

All non-DeKalb County students are prohibited from riding on the bus. Parents who are chaperones are authorized to accompany students on the school bus. The chaperone-student ratio is 5:1 for pre-kindergarten trips and 10:1 for all other ages. This ratio does not apply to trips to Fernbank Science Center. For trips to Fernbank Science Center, the classroom teacher must accompany the students on the trip. If the classroom teacher is absent, the principal must provide a certified teacher.

Permission forms and emergency cards must be completed for all students attending field trips. Certified personnel must carry emergency cards during a field trip. A copy of the emergency card must also be left in the front office of the local school.

Lunch must be at school or at the field trip location. Eating or drinking on a bus is never permitted.

Schools must call their Transportation Specialist in the Transportation /Business Services Department if the bus has not arrived 5 minutes before the scheduled departure time. Do not wait until 15 or 20 minutes after your departure time to call.

All trips should comply with state standard rule 160-5-1-.12F (Student Fees and Charges/Required Student Equipment and Materials)

Request Category #2: School-Requested Activity

Approval Requirements

The Principal and Regional Superintendent must approve all school-requested activity routes/trips. DeKalb County School District buses may be used for trips that are 75 miles or shorter. Trips longer than 75 miles must be arranged by the school with a private carrier (see section on Non-DCSD Transportation).

If needed for special needs students, lift buses must always be specified in the school notes on requisition and "Request for Transportation Services" form.

Request and Payment Timeline

1. All requests must be submitted via Edulog at least 21 calendar days prior to the activity/route start date.
2. The Transportation/Business Services Department will provide a cost estimate no later than 17 calendar days prior to and after deadline dates or first activity date.
3. The regional superintendent approval is due 14 calendar days prior to the trip date or first activity date.
4. If a trip is to be cancelled by the school, the Transportation/Business Services Department must receive notice of cancellation by email (to your Transportation Specialist) no later than three days prior to the trip.
5. For non-Title I activities, please mark "02" Fund Code in Edulog.
6. For Title I activities, payment is not due until after services are provided (i.e., no pre-payment).
7. For field activities funded by After School and Extended Day Program (ASEDP) funds, an email from the ASEDP Office must be received by the Billing Department no later than 14 days prior to the trip. The email shall indicate the amount that can be covered and express approval by the ASEDP staff to use such funds. If email is received in a timely manner, then no pre-payment is needed.
8. After the trip or route, an invoice will be sent to the school with any pre-paid deposit credited to the full cost. If money is still owed, that amount will be due according the instructions on the invoice.
9. Schools are responsible for parking fees or fueling costs for regular trips, extended stay or overnight trips, if needed.

Request Category #3: Pre-Approved Activities

Prior sections of the trip request manual are geared towards trips and routes that are requested by and paid by the individual schools. This section focuses on the trips paid by District-level departments. A budget-owner for a program will coordinate with the Transportation/Business Services Department in the summer prior to the school year to list out all pre-approved trips as well as work with the Finance Department in the spring prior to the school year to ensure adequate funds are available.

For example, the Athletics Executive Director would develop a list of “pre-approved” trips that would be paid by the District-level Athletics Account. The Athletics Executive Director is the “budget-owner” and will pre-approve the trips to fit within their budget. Similarly, this would be done for Band, CBI, CBVT, Alternative School, etc.

Approval Requirements

The budget-owner for the program shall send in a list of all “pre-approved” trips for all school-requested activity routes/trips within their budgeted amounts well before the first trip is submitted in Edulog. The Business Services Department will use their TERMS account code to verify payment of the trips.

DeKalb County School District buses may be used for trips that are 75 miles or shorter. Trips longer than 75 miles must be arranged by the school with a private carrier (see section on Non-DCSD Transportation).

If needed for special needs students, lift buses must always be specified in the school notes on the requisition in Edulog.

Request and Payment Timeline

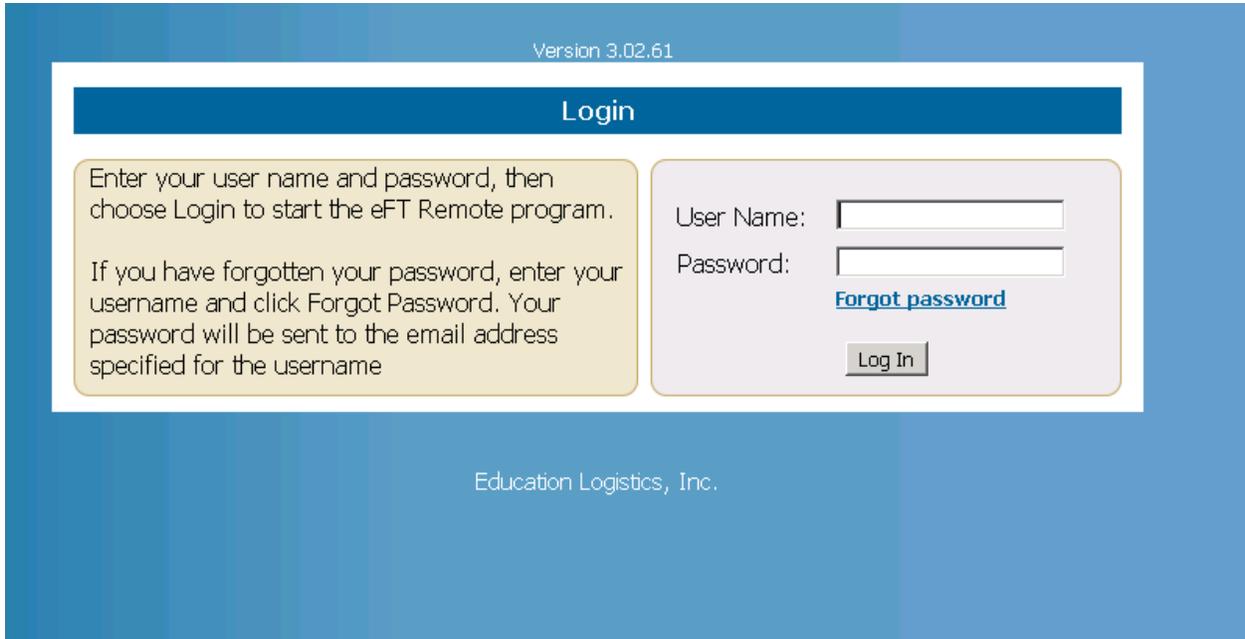
1. While the trip must be on the pre-approved list, **a trip request must be submitted by the school via Edulog at least 21 calendar days prior to the activity/route start date.**
2. The Transportation Department will review the request in Edulog and compare it against the pre-approved list(s) and if it matches will approve the trip in Edulog at least 17 calendar days prior to the activity/trip. If there is not a match on the pre-approved list, the trip will be rejected, the Transportation Department will email the school and copy the budget-owner, and the school will need to discuss it with the budget owner. The school may submit it in as a school-paid activity (see Request Category #2) if the budget-owner will not fund it.

Day of Trip/Route

All non-DeKalb County students are prohibited from riding on the bus. Permission forms and emergency cards must be completed for all students riding the bus. A copy of the emergency card must also be left in the front office of the local school. All trips or routes should comply with state standard rule 160-5-1-.12F (Student Fees and Charges/Required Student Equipment and Materials).

Creating a request

Go to this site: <http://wbbc-fieldtrip1/edulog/eFTremote/>



Log in with your username and password.



Select **Enter New Request**.

Select the School from the **Group Serviced** dropdown, and the department responsible for payment from the **Departments** dropdown, then select the Add button.

You will need to select a contact. Either select a contact from the **Select Contact** dropdown menu and enter a new contact in the Enter Contact and Phone fields.

Select the number of **Adults**, **Students**, **Special Needs** students, and the number of **Wheel Chairs** needed.

Select the **Vehicle Type** requested and the number of **Requested Buses**.

Select the Activity Code from the **Purpose** dropdown.

Fund Acct 01/02: Enter 01 or 02 depending on the payment source. 01 Finance to Pay and 02 is School to Pay

Meal Stop Y/N: Enter Y or N in this field to specify if there will be a meal stop.

Adding a Trip

This screen is the actual (fill in the blank) form to request a new field trip. You will enter the appropriate information. Use the TAB key to move from one field to the next. Be sure to complete all entries. Special attention should be paid to filling in the fields with the light yellow color.

Press this symbol for lookup table or calendar.

Field Trip Legs

Origin	Destination	Depart Date	Depart Time	Arrive Date	Arrive Time
Click here to add a Location					

Location Name Location ID Location Type

Loc ID	Location name	Location type	Location	City	Zone

- Enter the Origin and Destinations for the requested Trip. Search for the locations based on Location Name, Location ID, and Location Type.
- Enter the Depart Date and Depart Time of the trip as well as the return time back to the school.

Objective

Comments/Instructions

- Enter **Objective** information, and any additional **Comments/Instructions**.

Miles Total Time

Estimate Cost

Other Costs

Total Estimate Cost

- To get an Estimate Cost, Enter the Round Trip Miles in the **Miles** window. The Total Time will fill in based on the times entered on the request. Select **Estimate Cost** to get the estimate.

- Save Request:** Save the request to be able to make changes to the request and submit it later.
- Submit Request:** Select Submit Request to submit the request for approval. Once the request is submitted, it can't be changed.
- Attach:** Attach any additional documents.

- **Close:** Close the request screen and return to the Launchpad.
- **Approved by:** Enter your Principal Name here. Please ensure the person requesting the trip has the authority from the principal to place a Y (for **Approved**) and the initials (in **Approved By**) in Edulog prior to submittal.
- **Approve Notes** is to put on stipulations from the principal or regional superintendent on what is approved.
- **School Notes** and **Comments** are open fields. Please provide additional information that would help us serve you on your trip.

Entering a Recurring Trip in Edulog

Please use the website below

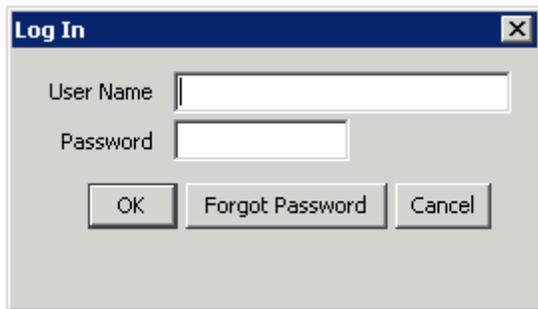
<http://wbbc-fieldtrip1/edulog/eFT/>

* It may ask you to download the Java software please do so.

1. Log into Edulog with your username and password
2. Click on Create a Request.
3. Under Request Info check the box Recurring Trip it will take you to Frequency Duration.
4. You will enter your Second date (Start date goes in the schools way of entering trips) and your end date.
5. Choose the appropriate Frequency (this create the number of request needed).
6. Pick the correct Group Serviced and Department.
7. Choose a Purpose.
8. Choose a Vehicle type
9. Choose Meal stop Y or N
10. Choose the correct fund acct. 01(finance to pay) 02 (school to pay).
11. In the Trip Legs section, click on destination.
12. Origin is defaulted to School.
13. Click on Destination and select your school choice.
14. Dates are preselected.
15. Enter time (8:30 am to 3pm)
16. Enter number of buses and students and click ok.
17. Enter an Objective.
18. Submit request.

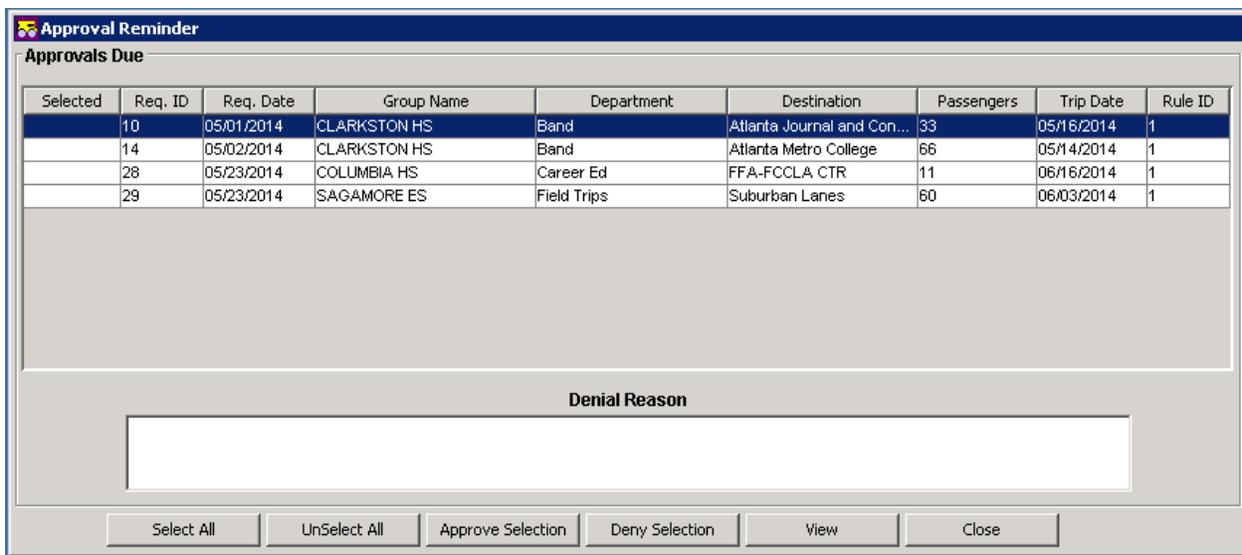
Principal and Regional Superintendent Process:

Log into <http://wbbc-fieldtrip1/edulog/eFT/>



A dialog box titled "Log In" with a close button (X) in the top right corner. It contains two input fields: "User Name" and "Password". Below the input fields are three buttons: "OK", "Forgot Password", and "Cancel".

When you log in you will see an Approval Reminder screen for any request waiting on your approval:



An "Approval Reminder" dialog box showing a table of approvals due. The table has columns for Selected, Req. ID, Req. Date, Group Name, Department, Destination, Passengers, Trip Date, and Rule ID. Below the table is a "Denial Reason" text area and a row of buttons: Select All, UnSelect All, Approve Selection, Deny Selection, View, and Close.

Selected	Req. ID	Req. Date	Group Name	Department	Destination	Passengers	Trip Date	Rule ID
<input checked="" type="checkbox"/>	10	05/01/2014	CLARKSTON HS	Band	Atlanta Journal and Con...	33	05/16/2014	1
<input type="checkbox"/>	14	05/02/2014	CLARKSTON HS	Band	Atlanta Metro College	66	05/14/2014	1
<input type="checkbox"/>	28	05/23/2014	COLUMBIA HS	Career Ed	FFA-FCCLA CTR	11	06/16/2014	1
<input type="checkbox"/>	29	05/23/2014	SAGAMORE ES	Field Trips	Suburban Lanes	60	06/03/2014	1

This will only show approvals waiting specifically on your approval. It should only list your school(s). Also, the Area Superintendents will only see requests on this screen once the Principal has approved the request.

You can approve/deny the request from this screen by putting an x in the Selected Column and selecting The **Approve Selection** or **Deny Selection** option at the bottom.

You will need to enter a **Denial Reason** if you deny the request.

If you want further detail on the request, select the line and click the View button at the bottom.

Request Information

Request Info
 Request ID: Request Date: Denial Reason:
 PO #: Denied By:
 Req. Status: Denial Date:
 Recurring Trip: Frequency: Recurrence:

Groups Served

Group Name	Department	Split %
CLARKSTON HS	Band	100.00

 Contact: Contact Phone:

Trip Info
 Purpose:
 Vehicle Type:
 Total Miles: Total Time:
 Meal Stop Y/N: Approval Code:
 Fund Acct 01/02: Status:
 Due Date:

Trip Legs

Origin	Destination	Depart Date	Depart Time	Arrive Date	Arrive Time	Students	Adults	Needs
7 Stages	Atlanta Journal and C...	05/16/2014	12:00 PM	05/16/2014	03:00 PM	30	3	0

Overnight Bus Wait

Objective
 Estimate Cost: (PER BUS) Objective:
 Estimation Cost:
 Other Cost:
 Total Estimated:

Comments/Instructions

If there are any attachments, you can view these attachments with the View attach option.

You can also Approve/Deny the request from this screen with the **Approve Request** and **Deny Request** buttons.

Non-DCSD Transportation

Contracted services are used for lengthy trips and when bus usage conflicts occur. Payment for these trips is the responsibility of the school or district-level department. Requests for bus trips using private carriers must be submitted to the Regional Superintendent for approval in Edulog **no later than 30 days** prior to the trip date or first activity date.

If a private carrier is used, ensure that the carrier is on the DeKalb County School District's approved commercial carrier list at <http://www.dekalbschoolsga.org/transportation/index/approved-commercial-carriers>.

****Schools are responsible for securing the approved commercial carrier for their trips.**

Transportation Request Contact Numbers

Transportation Payroll and Filed Trip Department: 678-676-1308-- Main Line 678-676-1559--- Fax

- 1. Jacqueline Woodfin, Payroll/Field Trip Supervisor, 678-676-1496**
2. Jackie Boles, Regional Transportation Specialist, 678-676-4129
3. Loann Conyers-Prothro, Regional Transportation Specialist, 678-676-1500
4. Carletha Favors, Regional Transportation Specialist, 678-676-1503
5. Daniella Gaither, Regional Transportation Specialist, 678-676-4199
6. Cecilee Morton, Regional Transportation Specialist, 678-676-1501