



Transportation Department

To: Hays CISD Campus and Support Secretaries
From: Anthony Shields, Assistant Director
Date: July 16, 2020
Subj: Field Trips

Working closely with Chief Finance Officer Rau and the central administrative team; we will be making a few changes to the process and billing of field trips. **All field trips** will be coordinated through the Field Trip Clerk (ext. 46043), housed at the Uhland Transportation Facility. For the moment, Brittany Johnson will be acting as interim until the position is filled.

All trip requests will be made through **TRIP TRACKER**. Secretaries/bookkeepers will have a specific login while others will utilize a generic one. If you have a new secretary or bookkeeper please have them contact the Field Trip Clerk to setup their account.

- **School Day Trips – Cannot depart before 9:00AM and must return by 2:00PM.**
- **Evening trips must depart after 4:45PM, if Transportation is providing the driver.**
- Non-Transportation personnel, approved to drive, will be allowed key card access to the back door of the facility, to pick-up the binders and vehicle keys.
- Field Trips, CBIs, WBLs will be denied on early release days, if Transportation is providing the driver.
- We ask that you schedule your field trips as far in advance as possible, **but at least two weeks prior**, for ease of driver scheduling. We understand that there may be last minute plans to travel and we will do our best to accommodate each request.
- An additional charge of \$75.00 per night will be assessed on overnight trips to cover the driver's pay. The sponsor is responsible for providing the driver's lodging. Same-day trips departing before 12:00 noon and returning after midnight will be charged overnight rates.
- On extremely long distance round trips, made in a single day, a second driver will be assigned for safety purposes (crew rest). An overnight charge per driver will be assessed.
- If a trip is cancelled, or if fewer vehicles are needed than were originally scheduled, please notify Transportation as soon as possible in order to cancel the unneeded bus. Buses not utilized after arrival for the trip will be charged a minimum charge of \$25.00 to cover the driver's commitment.
- If a trip schedule conflicts with the regular morning and afternoon student transportation routes, it may require that we drop your group off at the destination then return to pick up after route completion. Total trip charges will be assessed.
- **Transportation Driver - \$.55 a mile per vehicle, \$22.00 per hour per driver**
- **Coach – Sponsor - \$.55 a mile per vehicle, \$32.00 flat rate per driver**
- **Coach – Non-Sponsor - \$.55 a mile per vehicle, \$16.48 per hour per driver**

Box Trucks and Suburbans will be scheduled utilizing the same procedures and guidelines for scheduling a bus.

Please pass this information along to all school staff that may be scheduling or driving field trips so they are aware of these procedures.