

ACTIVITY/ATHLETIC TRIP SCHEDULING PROCEDURES 18-19 SY

The following guidelines will apply when scheduling:

- 1.) Call Transportation to check on date(s) and district bus availability. Please ask teachers **NOT** to call regarding trips. We will not schedule with them. They must go through their principals and office managers. EVHS/CFV Athletics-Communication regarding scheduling of dates and times must come from the AD or Administrative Assistant. Please do not have coaches call or email. It gets very confusing and difficult. All scheduling must be confirmed by AD's office at least one week in advance.
- 2.) If using an outside vendor you will need to work directly with them regarding scheduling, times, cost, invoice and payment.
- 3.) Please do not assume a date and/or district bus are available before you call to confirm
- 4.) Limit of two (2) district buses will be scheduled per day. EVHS and Carlos Vigil Athletics will take priority in scheduling. Friday's are reserved for EVHS and CFVMS athletics only! No exceptions.
- 5.) If a date is available we will schedule it tentatively until an approved PR is received. At this point office managers may begin the process of creating a purchase Requisition (following the Business Office criteria for 18-19).
- 6.) Remember that any PR over \$1,000 has to go to PED for approval it is best to plan at least 2 to 3 weeks in advance. It is doubtful a PR submitted a week or less prior to a trip will get processed and approved in time.
- 7.) Keep in mind that a date for a district activity bus is not considered to be confirmed until we actually receive a signed and approved PR from the Business Office. The driver cannot be paid without an approved PR.
- 8.) In order to make some trips work travel may have to take place between 8:30 and 2:30.
- 9.) NO TRIPS WILL BE ALLOWED TO GO OUT ON THE 80th day or 120th day. (December 1 and February 13th). **THIS INCLUDES ATHLETICS.**

The following Transportation Providers are on our Vendor list: (Please contact these vendors directly for scheduling and invoicing.) You will still need to let us know that you have scheduled with these vendors so that we can have it down in our book for insurance purposes.

- 1.) Herrera School Bus and Coaches – Contact Martin Herrera (505) 270-1001
\$2.45 per mile (mileage begins from Pojoaque Bus yard)
\$20.00 an hour stand/by waiting time
- 2.) Law Enterprises
Travis Law (505) 927-8855
\$2.45 per mile round trip
Plus \$ 20.00 an hour standby/waiting time
- 3.) J & S Transport
Stephanie or James Quintana (505) 927-7864
\$2.60 per mile round trip
Plus \$15.00 an hour standby/waiting time