

ACTIVITY/ATHLETIC TRIP SCHEDULING PROCEDURES 19-20 SY

Please following guidelines will apply when scheduling: (This process will also be posted on the district website under the Transportation Tab)

- 1.) School Office Manager must call Transportation to check on date(s) and district bus availability.
 - a. Please ask teachers **NOT** to call Transportation directly regarding trips. They must go through their principals and office managers.
 - b. Office Managers will work with Transportation on scheduling.
 - c. 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. (Day and Time of Departure)
- 2.) Please do not assume a date and/or district bus are available before you call to confirm
- 3.) 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.
- 4.) EVHS and CFVMS Athletics please submit your schedules ASAP so that the dates can be scheduled before requests from other groups are approved.
- 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 19/20).
- 6.) It is best to beginning planning trips a minimum of 2 to 3 weeks in advance. It takes time for all paperwork to go through the process.
- 7.) Keep in mind that a date for an activity bus is not considered to be confirmed until we actually receive a signed and approved Purchase Order from the Business Office. The driver cannot be paid without an approved Purchase Order.
- 8.) In order to make some trips work
 - a. travel may have to take place between 8:30 and 2:30.
 - b. And/or group will be dropped off and picked up later.
- 9.) **NO TRIPS WILL BE ALLOWED TO GO OUT ON THE 80th day or 120th day.** (December 1 and February 13th). **THIS INCLUDES ATHLETICS.**

BUS CAPACITY: ACTIVITY BUSES ARE rated at 46 passenger maximum. Keep this in mind when planning your trips.