
REQUEST FOR TRANSPORTATION PROCEDURE (TRS-P002)
(For Employee Only)
DCSS – Transportation / Safety

1.0 SCOPE:

- 1.1 This procedure describes the process to follow when a teacher, principal, coach, or other personnel in DCSS requests a field trip and requires assistance from the Transportation Department.

The online version of this document is official. All printed versions are uncontrolled copies.

2.0 RESPONSIBILITY:

- 2.1 Director of Transportation

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Transportation

4.0 DEFINITIONS:

- 4.1 DCSS – Dougherty County School System

5.0 PROCEDURE:

- 5.1 In the event any employee of DCSS is planning a field trip and is in need of assistance from the Transportation Department, they are required to submit a Transportation Request for Transportation Form (Form No. TRS-F002).
- 5.2 The requestor is to complete all appropriate sections on side one of the form. Approvals are to be obtained as follows:
- 5.2.1 For athletic events, the coach is to obtain approval from the School Athletics Director or Principal. If approved, the form will be sent to the Director of Athletics for approval. If approved, the form will then be sent to the Transportation Department.
- 5.2.2 For school events such as field trips: The teacher is to obtain approval from the Principal of the school. If approved, the Principal will send the form to the Deputy Superintendent or the Executive Director of Curriculum for approval. If approved, the form is then sent to the Transportation Department.
- 5.2.3 Note: The request form must be in the Transportation Department at least ten (10) days prior to the departure date. If not, the requestor must first contact the Transportation Department to ensure availability of the needed transportation and, if available, follow up by completing form number TRS-F002.
- 5.3 Upon receipt of the Transportation Request Form, the Transportation Department will schedule the bus driver(s) and the vehicle number(s) for the requested trip. The scheduling of drivers is conducted as follows:
- 5.3.1 Out of town trips are offered in bus number order until the proper number of bus drivers accept the offer. The offer is made only to those bus drivers who sign-up for out of town trips at the beginning or throughout the school year on the "Extra Trip Form", Form No. TRS-F003. Drivers who sign up for out of town trips during the year will be placed at the end of the rotation list.

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- 5.3.2 Exceptions to the above practices in 5.3.1 are at the discretion of the Transportation Department. The discretion may be a result of the need of an experienced driver for repetitive annual trips, locations requiring experienced drivers, a special driver request from a school, availability of drivers due to work hours, etc.
- 5.3.3 Local trips (within Dougherty County) are offered to bus drivers assigned to the requesting school in order of acceptance. Again, this offer is made only to those bus drivers who sign-up for extra trips at the beginning or throughout the school year on the “Extra Trip Form”, Form No. TRS-F003. Drivers who sign up for out of town trips during the year will be placed at the end of the rotation list.
- 5.3.4 The Transportation Department records the assigned bus driver(s), the vehicle number(s), and authorizes the request by signing and dating the request form.
- 5.4 Upon contacting a bus driver for a given trip, the Transportation Department will place the date and a “YES” by the name of the driver if they accept the trip. Otherwise, the date and a “NO” is placed by the driver’s name and the next driver on the list is contacted until the proper number of drivers is assigned.
- 5.4.1 This list is maintained on an annual basis by the Transportation Department in a Microsoft Excel Spreadsheet.
- 5.5 The bus driver is given a copy of the request form for out of town trips. If the trip is local, the driver is contacted by phone with the information required to complete the trip.
- 5.6 At the beginning of the trip, the bus driver is required to explain the evacuation procedures to all passengers. Upon completion, the bus driver completes the Evacuation Form, Form No. TRS-F004, obtains the teacher or coach’s signature, and submits the form to the Transportation Department at the conclusion of the trip.
- 5.7 Bus drivers are also required to ensure that service to the bus is up to date prior to the trip. If service is required, the bus driver will take the bus to the maintenance area of the Transportation Department and ensure that the proper service is conducted.
- 5.8 When the trip is complete (for out of town trips), the bus driver shall complete side two with trip information and return all forms to the Transportation Department, along with any gas/diesel receipts.
- 5.9 The Transportation Department utilizes the Transportation Request Forms to request the required additional pay for the drivers for the extra time they spend on trips.
- 5.10 The Transportation Request Form and the Evacuation Form is filed in an annual file. These files are boxed at the end of each year and archived for a minimum of 3 years.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Transportation Request Form, Form No. TRS-F002
- 6.2 Extra Trip Form, Form No. TRS-F003
- 6.3 Evacuation Form, Form No. TRS-F004

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7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Protection	Disposition
Transportation Request Form	Hard copy in the Transportation Department	One year in process, 2 additional years (minimum) in box storage	Not necessary	Discard or shred, as desired
Evacuation Form	Hard copy in the Transportation Department	One year in process, 2 additional years (minimum) in box storage	Not necessary	Discard or shred, as desired
Extra Trip Form	Hard Copy in Transportation	Current year in process	Not necessary	Discard or shred, as desired
Driver Offer File	Electronic in Microsoft Excel	Current year in process	Backed up nightly	Delete after year is complete

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
15-Dec-02	A	Initial Release
11-May-07	B	Change in title of procedure to reflect employees only.

***** End of Procedure *****