

## Activity Trip Planning - Categories and Costs

### Activity Trip Cost Categories

Bus costs for an activity trip are designated in one of three categories.

A. District Expense - The District or the Transportation Department covers the cost of the driver and the mileage. This trip must be on the approved list. Select "District Expense" under Funding Source in Travel Tracker.

B. PTA, Partner in Ed, or other outside party – Provide the name and address of the person responsible for paying the associated trip costs. Select "Venue to Pay" under Funding Source then enter the name or account number under Budget Code.

C. Individual School Account, Title I, Grants - List the budget unit number for the account to be charged for the cost of the trip. Do not put a name or department; that will not suffice for the required information. This section must have an account number. Select "Budget Unit Number" under Funding Source then enter account number in the Budget Code box.

### The following trips qualify for District Expense:

*(subject to change, review, and approval)*

|   |           |
|---|-----------|
| All Athletic Competitions                       | 7-12      |
| All Band, Orchestra, Choir competitions         | 7-12      |
| All Special Olympic competitions                | K-12      |
| Most Academic Competitions *                    | K-12      |
| Most Band, Orchestra, Choir performance events* | 7-12      |
| National Jr. Honor Society Awards Event         | 7-12      |
| JROTC competition and events                    | 10-12     |
| Christmas Chorale performances for community**  | K-6       |
| Elementary Track Meet                           | K-6       |
| Kids Leadership Day                             | K-6       |
| Safety Patrol Lunch and Field Trip              | 5-6       |
| Academy of the Arts Choir Performances          | 4-6       |
| Western Arkansas Ballet (Nutcracker)            | 3rd Grade |
| Community Law Enforcement Program (CLEP)        | 4th Grade |
| Huckabee Nature Center Program                  | 5th Grade |
| Ft. Smith Symphony Performance (Earquake)       | 5th Grade |
| Jr. High School Visitation/Orientation          | 5th Grade |
| Transition Day Middle School                    | 5th Grade |
| Transition Day High School                      | 8th Grade |
| Professional Development Trips                  | Staff     |
| PEAK Visitation/Orientation                     |           |

\* The primary purpose and duration of these trips must be performance or competition based, otherwise they are classified as a field trip

\*\* One trip per school on the designated Christmas Caroling Day for that school year, otherwise it is classified as a regular field trip

## **Trips that may be covered or partially covered by District Expense**

*(subject to change, review, and/or approval)*

|   |           |
|---|-----------|
| State Capitol Trip (50/50 funding)        | 5th Grade |
| Selected Community Service Events         | K-12      |
| FCA to Razorback Game (One trip per team) | 7-12      |
| Partners in Ed visits                     | K-12      |
| Athletic Camps (summer- limited number)   | 7-12      |
| Academic Camps (summer-limited number)    | 7-12      |
| Service to the Community (limited number) | 4-12      |

Contact the Supervisor of Transportation if you have a trip that you think might qualify for district expense.  
785-2501 Ext 91358

## **Trips NOT COVERED by District Expense**

*(subject to review and/or approval)*

Academic Field Trips, Instructional Trips or Workshops  
Conferences/Meetings/Workshops for Student Organizations  
Reward Trips  
Academic Team Practices  
Athletic Team Practices  
Fun Trips for classes/groups – ex. Water Park, Theme Parks etc.

## **Charges** (the following information can be used to estimate trip costs)

In-town trips are charged a flat fee of \$50 per bus, regardless of mileage  
In-town includes Van Buren, Alma, Greenwood and Ft Chaffee  
Out of town trips are charged \$1 per mile driven.  
Drivers are paid \$15 per hour with a three hour minimum, in addition to the bus charge  
Some trips are subject to tolls, parking fees, driver's meal, driver's hotel etc.  
Mileage and driver time begins when the bus leaves the bus lot until it returns to the bus lot.

## **Requests for Transportation**

School groups that will need bus service must complete an online request using the Travel Tracker System **at least 14 days before the scheduled date of the trip.** To ensure driver and bus availability it is recommended that you submit the transportation request at least one month before the scheduled date.

For In-town school day trips buses may not be available until 8:30 am and must arrive back to school by 2:15 pm.

Please keep in mind that this is a transportation request, subject to approval by the transportation office, with initial approval coming from the building principal. Trips are prioritized, then assigned based on driver and bus availability. Late requests may be denied.

## **Funding Source**

The request must have a Funding Source selected and Budget Unit Number listed before it is approved by the building principal or assistant principal. The trip sponsor is responsible for submitting the request using the Travel Tracker system. For previously listed District Expense events select District Expense, no Budget Unit Number needed.

## **Cancellations**

Trips that have been confirmed may be cancelled by the Transportation Department due to unforeseen events. The sponsoring group may cancel a trip no later than 24 hours in advance of the departure time, without penalty.

## **In-District / Out of District Trips**

All trips must have a certified employee on each bus to supervise the students and enforce the bus rules. Sponsors for out-of-town trips should have a roster of students on that trip. The roster should have the student's name, date of birth, and phone number. In-district trips are not required to have a trip roster. (Van Buren, Alma, Greenwood and Ft. Chaffee are treated as in-district trips)

## **School Suburban Policies**

School suburbans are also requested using the Travel Tracker system. Suburbans can be used for both employee and student events. All PD events must have a minimum of four passengers including the driver. There is no minimum passenger requirement for student events. The driver must be a FSPS employee. There is no charge to use the suburbans. However, additional fuel and tolls are the responsibility of the department or school organization.

## **14 Passenger Buses**

FSPS now has several 14 passenger "Class A" type buses that do not require the driver to possess a CDL. These buses may be requested for trips with 14 or less passengers. The group sponsor, or other FSPS employee designated by the sponsor will be required to drive. The driver will be required to attend a short instructional session at the Transportation office before the trip. Any group with less than 14 passengers may be required by Transportation to use a Class A bus. Drivers will not be paid.

## **Activity Trip Prioritization**

Transportation does its best to approve and provide drivers and buses for all trip requests. Very few trips have ever been denied due to driver or bus availability. Sometimes drop off and pick up times have to be modified in order to have buses and drivers available. The priorities of the Transportation Department are ranked as follows:

1. Bus Routes – all bus routes take priority over all activity trips
2. Athletic & Activity Competitions (AAA sanctioned)
3. FSPS school sponsored events listed in the District Expense category
4. Field Trips – fun trips or trips that are not required by the district

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