



Transportation Protocols for Charter Trips

All charter field trip requests must be submitted to Transportation at least four weeks in advance using the **Charter/Trip Request Form**. All charter field trip requests are to be held during the following hours: **Leave by 8:45 a.m. and Return by 1:00 p.m.**

General Fund or Grant Fund (inc. Coach Trips)

1. Charter Field Trips will not be scheduled without an approved Charter/Trip Request Form *and* New World Requisition (REQ) Number. Clerks will enter REQ Number directly on the Charter/Trip Request Form. Please refer to *REQ Instructions for Charters* for more detail.
2. Clerk will route the Charter/Trip Request Form to obtain required approvals from the account manager and administration. Fully executed Charter/Trip Request Form will be submitted to the Transportation Department for action.
3. In cases where principals plan to use a firm other than one of the three contracted companies for Coach Trips, contact Ms. Mona Broadie in Transportation at least **3 months in advance**.

Collected Fund Trips

1. Clerk will route the Charter/Trip Request Form to obtain required approvals from the account manager and administration. Fully executed Charter/Trip Request Form will be submitted to the Transportation Department for action.
2. The Transportation department does not accept cash or personal checks. Cash for charter trips collected at a school is to be deposited in the *new YPS Cash Charter Trips Account* with Chase bank. Personal checks should not be accepted from students for cash trips. Please refer to *Charter Trip Deposit Ticket Instructions* for more detail.

Third Party - Extra Classroom Activity (ECA) Funded Trips

1. Clerk will route the Charter/Trip Request Form to obtain required approvals from the account manager and administration. Fully executed Charter/Trip Request Form will be submitted to the Transportation Department for action.
2. The Transportation department does not accept ECA checks. The Transportation Department will forward invoices to the Faculty Advisor to pay the Bus Company directly. Please refer to the *ECA Disbursement procedure* for more detail.

Third Party - Community Organizations or Partners

1. Third parties transporting our students must obtain the list of approved vendors from Transportation, choose from among the approved vendors, and handle all arrangements. For information on using other transportation providers, contact Transportation.
2. The third-party partner will be responsible for contacting the approved Bus Company and making all arrangements.
3. The third party partner will handle all invoices and payments directly with the Bus Company.