



# San Diego Unified

## SCHOOL DISTRICT

**Transportation Services Department  
Business Operations Division**

# **FIELD TRIP ORDERING AND INFORMATION PAMPHLET 2009-2010 (Revised August 2009)**

**NOTE:** Effective July 1, 2009 we went “live” with our new Web based field trip scheduling system. The TripTracker link is: <http://transportation.sandi.net/triptracker/Login.aspx>. We suggest you place a shortcut on your desktop. You can do that by going to the “File” menu on your browser, then hover over “Send” and click on “Shortcut to Desktop”.

## FIELD TRIP AVAILABILITY

For best availability and to avoid additional charges, you are encouraged to schedule your field trips as far in advance as possible. VersaTrans Trip Tracker **will not allow** you to book a field trip less than 18 days prior to the trip date. Please email the Transportation Field Trip Office at [fieldtrip@sandi.net](mailto:fieldtrip@sandi.net) to set up late field trips. Please note that all late field trip requests will incur an \$80 fee.

District buses are usually not available on school days during prime time hours. Prime-time hours for local trips are **6:00 am to 8:55 am AND 1:05 PM to 3:55 PM**. These times are subject to change depending on trip date and destination.

## REQUESTING A FIELD TRIP

**\*\*Prior to requesting a field trip using VersaTrans Trip Tracker, it is suggested that you review the updated Field Trip Rate Schedule & the “How to” video available on the Transportation website at: <http://transportation.sandi.net>**

To request a field trip:

1. Navigate to <http://transportation.sandi.net/triptracker/Login.aspx>.
2. At the log in screen you enter your user name, which is your Employee ID number, and your password, also your Employee ID number. After logging in, hover your cursor over Admin and then click on the Change User Profile. Change your password from your ID number to something you can remember. Many people are using their People Soft password.
3. Click on the “Request a Field Trip” button.
4. Fill in all the required fields. Trip name should be: SCHOOL NAME-TEACHER NAME-DESTINATION (i.e. SDHS-Johnson-Zoo). Please be as specific as possible with your pickup and destination locations and times. **DO NOT** use the “click here to add a new location” feature. Doing so may result in the delay or cancelation of your trip. Use the “Notes” field to be more specific and for any extra information you would like to relay to us.
5. Click the “Submit” button only once.
6. An automated email will be sent to the Approver, usually the school’s principal, for approval.
7. An automated email confirmation of the trip including the trip # will be sent to you when the trip is scheduled by Transportation.

**NOTE: Field trips can not be scheduled until they are approved by the site approver (usually your Principal).**

## ACCESSING FIELD TRIP MANIFESTS

Field trip manifests may be viewed the week prior to your trip. You may access manifests at [www.sandi.net/transportation](http://www.sandi.net/transportation).

- Click the “Manifests/Rosters/TSF’s” button.
- Enter your three digit school site number in the “User Name” box.
- Enter your site’s Transportation Scheduler’s first name in the “Password” box.
  - Go to the Transportation website under “Schedulers” for an updated list.
- Choose the week for your trip and click the “login” button.

**Please review the manifests carefully and provide them to the teacher taking the trip. Call us at (858) 496-8743 or email us at [fieldtrip@sandi.net](mailto:fieldtrip@sandi.net) if you have any questions.**

## REQUESTING A COACH STYLE BUS

Due to availability or at the school's request, some field trips are assigned to contract carriers. Contract carriers are specifically prohibited from accepting district-funded field trip requests from anyone other than a Transportation Department representative. Please follow the District's Field Trip ordering procedure when requesting a contract carrier.

## AFTER THE TRIP

- Contact Transportation via email as soon as possible with any concerns about the Field Trip that may affect the final cost of the trip. Such concerns could include a late bus, the cancellation of a bus, or a change in the trip itinerary, etc. **The Transportation Department must receive your concerns no later than 10 days after the trip date or the trip will be charged as estimated.**
- If paying by check or money order, please write the Trip # and the budget number on the check/money order and mail it to the Transportation Department. **Please do not mail the check until after the trip has been completed.**
- For **coach style bus trips**, Transportation signs the Trip Tracker Field Trip Request form certifying completion, includes any liquidated damage adjustments and forwards the form to Accounts Payable. If paying by check also follow above instructions.

## CANCELLATION POLICY

The District requires a **minimum of three (3) day's notice for cancellation**. If your trip is scheduled on a weekend, notice of cancellation must be given by 12:00 noon on the Wednesday prior to the trip date. If the trip is cancelled with less notice, there is a fee of 50% of the original cost of the trip. If the trip is cancelled on the scheduled day of the trip, there is a fee of 100% of the original cost.

Contract carrier's cancellation policies vary. The Transportation Office can provide you with the specific carrier's policy when confirming the trip.

## GENERAL INFORMATION

If you have an immediate problem with a field trip **on the day of the trip** (i.e., bus didn't arrive or the wrong size bus), please call (858) 496-8460, press "1" to speak with an Information Clerk. Information Clerks are available Monday through Friday between 5:15 am and 9:00 PM. If a field trip is after hours, on a weekend or a holiday, please contact San Diego Unified School Police at (858) 291-7678. They will contact the on-call Transportation Supervisor.

Due to the volume of field trips, the driver picking you up is not usually the same driver for the return trip. Drivers are not able to confirm return trip details (i.e., "When will they be back to pick us up?" or "What will the bus number be?") **For this same reason, items may NOT be left on the bus.**

A limited amount of funds have been set aside by the District's 504/ADA office to help defray the cost of a bus with a wheelchair lift for those students **without** an active IEP. Please refer to Site Operations Circular 1011 for more complete information: <http://www.sandi.net/staff/circulars/0708/so1011.pdf>.

Please inform us immediately if the service you received was anything less than satisfactory by sending us an email with your comments.