



PROCEDURE
Athletic Trip Request
TRN-P030

Procedures are continually revised and improved. Users of this procedure should check the QAM website for the most recent version.
<http://www.salkeiz.k12.or.us/content/qam/qam-documents>

1.0 SCOPE:

1.1 This procedure describes the process for requesting a bus for an athletic trip.

2.0 DEFINITIONS:

2.1 WebTrips – Scheduling software used to request bus transportation. WebTrips collects the date, number of children, destination, arrival and departure times and the general ledger account code to which the trip will be charged.

3.0 PROCEDURE:

3.1 Authorized school personnel request a bus for an athletic trip electronically through WebTrips at least 15 school days in advance of the trip. See “WebTrips -Instructions for Ordering a Bus” (TRN-W008).

3.2 All trips scheduled through WebTrips are reviewed by Dispatch to determine if transportation can be provided based on equipment and driver availability.

3.2.1 If transportation can be provided, the school will be notified through WebTrips within 10 working days from the original date of the request.

3.2.2 The Transportation Department will bill the responsible school or program for services provided within 30 to 45 days of trip completion.

3.3 If transportation cannot be provided, the Athletic Director or Principal will be notified by telephone immediately and will be notified by email within 10 working days of the original date of the request. If the services of outside contractors are required, the requestor must make the arrangements with a District ODE-approved contractor and will bear the full cost of the services.

4.0 RESPONSIBILITY:

4.1 Director of Transportation

5.0 APPLICABILITY:

5.1 School based and Transportation employees

6.0 MEASUREMENT:

6.1 The number of trips denied will be tracked and evaluated.

7.0 ASSOCIATED DOCUMENTS:

7.1 WebTrips -Instructions for Ordering a Bus (TRN-W008)

7.2 Trip Billing (TRN-P028)

7.3 ODE Approved Motor Coach Carrier List

8.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
WebTrips records	Electronic	3 years	Deleted	Backup on District

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