

DEER PARK INDEPENDENT SCHOOL DISTRICT
2018–2019 School Year
Transportation Department

TO: Principals, Assistant Principals, Secretaries and Directors
FROM: Jeff Greene, Director of Transportation
SUBJECT: **IMPORTANT – Field Trip Request Information**

The Transportation Department is excited to help make your field trip a safe and fun, learning event. To help us serve your needs, we require a **minimum of 10 school days** to schedule field trip requests. Requests should be **entered & approved** at least 10 school days prior to departure.

Please remember the following as you plan trips for this school year:

SCHEDULING:

- Do not schedule field trips to the same out of District destination requiring more than 8 school buses/district drivers on any given day.
- The deadline for requesting field trips this school year is **Friday, May 3, 2019**.
- The final date for any field trip requiring district drivers is **Friday, May 17, 2019**.
- Due to UIL, there will be limited (if any) district drivers available on the following dates:
 - February 26, 2019 – March 1, 2019
 - March 5, 2019 – March 8, 2019
 - April 3, 2019 – April 5, 2019
 - April 24, 2019 – April 26, 2019
- Due to Elementary and Jr. High Special Needs Rodeo day, there will be extremely limited buses and district drivers available on March 4, 2019*. (Date not confirmed but generally falls on the Monday before Spring Break.)
- When using district drivers:
 - Departure from Schools (Loading) – No earlier than 9:00 AM
 - Arrival at Schools (Unloading after trip) – No later than 2:15 PM
- Trip requests will be processed based on the date/time the trip is approved by the campus and bus availability. Campus administrators/approvers must check start and end times before approving trips. Trip requests received with times outside those shown above will be returned for correction before being processed.
- When campus drivers are used, spare buses are available for earlier departures and later drop-offs
- Trip notes must include whether buses/drivers are to stay at destination or drop off and return for pick up and any special equipment needs such as car seats and safety vests. (Both affect the cost of your trip.)
- If a field trip is cancelled with less than 24 hours notice, the campus will be charged 2 hours driver show-up time per driver.

PRICING:

- **Mileage** **\$1.25 per mile**
- **Drivers** **\$16.00 per hour**

For questions or assistance regarding trips, please contact Trip Specialist Brendel Roark at 832-668-7488.