



ADMINISTRATIVE PROCEDURE

SO106

Field Trips/Team Travel Booking

Board Received: November 24, 2014

Review Date: December 2018

Accountability:

1. Frequency of Reports – As needed
2. Severity Threshold – As needed
3. Criteria for Success – Safety issues addressed;
– Clear communications present;
– Most efficient means necessary.

Procedures:

The Grand Erie District School Board believes out-of-classroom trips and activities enhance the educational experience for students.

1. Field Trips

- a) At least two weeks prior to the date of the trip, school staff will complete a requisition, using School District System (SDS) Purchasing system, including the date and times of the trip, school name, destination, number of students transported, special requirements, the number of busses required, and for services to be provided. School staff will contact the operator or service provider to arrange the trip.
- b) At the time of creating the requisition, school staff will contact the operator or service provider to arrange the trip providing detailed information including the requisition number.
- c) Requisitions created by the school are electronically forwarded to Student Transportation Services Brant Haldimand Norfolk (STSBHN)) through the SDS system. Transportation Services electronically turns the requisition into a Purchase Order, automatically forwarding a copy to the school and the operator.
- d) School staff will contact the operator or service provider if changes are required to the arrangements detailed in the purchase order, or if the trip is cancelled. They will also notify (STSBHN) about these changes, via E-mail: transportation@stsbhn.ca
- e) Confirmation to Business Services of receipt of services for fields trips is only required if the trip is over \$2,500.00.
- f) The operators or service providers will submit their invoices, quoting the purchase order, number directly to STSBHN who will forward the confirmed invoices to Business Services for posting and payment. .
- g) Costs will be charged to the account indicated on the requisition. If the cost is to be charged to (an) other account number (s), the account number(s) must be clearly listed on the requisition.
- h) When students or other parties are directly contributing towards the cost of the trip, school staff collect monies, deposit to school banking, then submit a cheque, payable to Grand Erie District School Board to Business Services. The cheque should reference the purchase order number. These monies will be deposited to the credit of the account indicated on the purchase order.
- i) Regardless of the dollar value associated with the transportation requirements of the extra-curricular activity, it is always recommended that multiple quotes are collected to ensure that the school is receiving good value for their money. For additional information relating to the expectations and dollar thresholds for purchases, review F107- Purchasing.

2. Team Travel (Secondary Schools)

- a) Each new school year, schools will create a requisition to electronically issue a blanket purchase order for team travel for the current school year (September to June).
- b) School staff will contact the operator or service provider, giving sufficient notice to arrange transportation for team travel, quoting the blanket purchase order number each time.
- c) The operators or service providers will submit their invoices, quoting the purchase order number, directly to STSBHN who will forward the confirmed invoices to Business Services for posting and payment.
- d) STSBHN will maintain records of team travel trips, including costs and invoice numbers.
- e) Unless otherwise specified, all costs will be charged to the school's team travel budget

3. Operators and Service Providers

- a) A current regularly updated list of will be posted on the STSBHN website.
- b) Operators with accessible vehicles will be identified on the STSBHN website.