

# Field Trips

**There is a whole world out there!**



**Jacqueline Woodfin - Field Trip/Payroll Supervisor - 678-676-1496**

The attached information should be most helpful to you, your secretary, or staff members who manage the field trip operation. If you need further assistance at anytime, please feel free to call the field trip unit @ 678-676-1308 or fax @ 678-676-1515.

**Carletha Favors-----District 1-----678-676-1503**

Arabia Mtn. Hs	DM	Dave Carter	678-874-1708
Cedar Grove Hs	DM	Dave Carter	678-874-1708
MLK Hs	DM	Dave Carter	678-874-1708
Lithonia Hs	DM	Dee Paige	678-676-4408
Miller Grove Hs	DM	Dee Paige	678-676-4408
Redan Hs	DM	Dee Paige	678-676-4408
SWD HS	DM	Dave Carter	678-874-1708
Stephenson Hs	DM	Dee Paige	678-676-4408

**Geraldine Elder-----District 2-----678-676- 1500**

Avondale Hs	DM	Tonia Marshall	678-875-0108
Chamblee Hs	DM	Susie Stanton	678-676-7708
Cross Keys Hs	DM	Susie Stanton	678-676-7708
Druid Hills Hs	DM	Tonia Marshall	678-875-0108
Dunwoody Hs	DM	Susie Stanton	678-676-7708
Lakeside Hs	DM	Tonia Marshall	678-875-0108
DeKalb School of Arts Centers			

**Cecilee Kimbrough-----District 3-----678-676-1501**

Columbia Hs	DM	Mozella Knight	678-874-1608
Clarkston Hs	DM	Juanita Graves	678-676-5308
McNair Hs	DM	Mozella Knight	678-874-1608
Stone Mtn. Hs	DM	Juanita Graves	678-676-5308
Towers Hs	DM	Mozella Knight	678-874-1608
Tucker Hs	DM	Juanita Graves	678-676-5308
DeKalb Tech South			

## Special Needs and Magnet District Managers will assist in all districts.

### General and School Guidelines for Instructional Field Trips

1. **The Area Assistant Superintendents must approve all trips other than Fernbank and athletics.**
2. **Prerequisite for a Field Trip: Principals are to monitor the number and nature of the field trip requests and work with teachers to determine the appropriateness and educational value of the requests.**
  - A. Principals should make every effort to **limit the number of trips** from his/her school.
  - B. Field trips should **support the instructional programs** of the DeKalb County School System.
3. **Conflict with Regular Programs: Field trips will not be approved if the time conflicts with the regular student transportation program.**
4. **Trips for leisure or recreational purposes will not be approved.**
  - A. Field trips to entertainment centers, theme parks, or movie theaters scheduled **during the instructional day will not be approved.**
5. **Leasing a DCSS School Bus: Buses are not available to be leased for use by outside agencies.**
6. **Authorized Riders:**
  - A. Board Policy states that all **non-DeKalb County students** are prohibited from riding on the bus.
  - B. The Superintendent may authorize the use of school buses by the DeKalb County Government to **transport elderly or handicapped citizens** within the county providing that the school system is reimbursed for total operating expenses plus depreciation.
  - C. Parents who are chaperones are authorized to accompany their students on the school bus
7. **First Day to Schedule a Field Trip is October 1<sup>st</sup> and Last Day is April 15<sup>th</sup>**
  - A. The only **EXCEPTIONS** to this rule are Fernbank and Athletic Trips
  - B. **Field trips may not be made during the last two weeks of the school term except to Fernbank or a DCSS operated facility per The DeKalb County School System Board Policy Manual.**
  - C. **School must complete the Request for Educational Fields Form (appendix A).**
8. **Activities and Tutorials**
  - A. **School must fill out a Request for Transportation Services form (appendix B).**
  - B. **Send request form to Transportation Payroll Office**
  - C. **Must enter each activity and tutorial in STIMS**
9. **Authorized Trip Times:**
  - A. Any trip taken during the school day should be scheduled in such a manner that **time missed from other classes is held to a minimum.**
  - B. Trips must be scheduled **from 9:00 a.m. to 1:30 p.m.**

- C. Lift Buses are available from 9:45 a.m. to 12:45 p.m.
- D. Buses are not to wait longer than 30 minutes for a field trip. Contact FTU immediately.

**10. Rescheduled Trips:** If a trip is rescheduled you cannot use the same requisition for a different day, unless the trip did not take place *and* the Field Trip Unit was notified in enough time to cancel the bus driver. Be sure to email your Field Trip Clerk an email stating the changes to your Field Trip.

**11. Distant Trips:** Regular DeKalb school buses, unless approved by the **Area Assistant Superintendent**, will not make a trip that is more than 75 miles from the point of origin.

- A. Contracted services are used for **lengthy trips** and when bus usage conflicts occur.
- B. Requests for field trips using private carriers must be **submitted to the Associate Superintendent of Administrative Support and the appropriate Area Assistant Superintendent** thirty school days in advance.
- C. If a private carrier is used, ensure that the carrier is on the DeKalb County School System's **approved list of commercial carriers** [See the Transportation Web Page for the approved list at the web site shown below:].
- D. **Please see the attached Scope- Expectation and Managing Commercial Carrier clause!**
- E. The name of the private carrier selected must be on the approved list, the approval, and the requisition.

**12. Approved Commercial Carriers:**

- A. The Approved Commercial Carrier list consists of those **carriers that meet the minimum criteria** in order to be hired by schools for trips when DeKalb County School System transportation is not available.
- B. Publishing a list does **not constitute an endorsement** of these carriers by the DeKalb County Board of Education or the DeKalb County School System

<http://www.dekalb.k12.ga.us/~transportation/>

Select "Approved Commercial Carriers from the menu list on the left side of the page.

**13. Restaurants:** Normally, lunch must be at school or at the field trip location.

- A. If special circumstances necessitate a meal stops, they may be authorized only if approved by the building administrator in advance and specified on the field trip request.
- B. *Eating or drinking on a bus is never permitted.*

**14. Lift Buses:** If needed for special needs students, lift buses must always be specified in the school notes on requisition and an email must be sent to you field trip clerk.

**15. Emergency Cards:** These must be completed for all students attending field trips.

- A. **Certified personnel** must carry emergency cards during a field trip.
- B. A copy of the **emergency card** must also be left in the front office of the local school.

**16. Permission forms:** These must be secured for each field trip.

**17. Student/chaperon ratio:** Normally this ratio is 1 Chaperon for each 10 Students.

- A. For **Pre-K** the ratio is 5:1.
- B. **Fernbank Trips** are excluded from this ratio.

**18. Employees on Regular Trips:** The classroom teacher should normally accompany all trips. If the teacher cannot accompany the trip, a designated *certified employee* of the school plus the appropriate adult ratio is required.

- 19. Employees on Fernbank Trips: The classroom teacher must accompany the trip. If the classroom teacher is absent, the principal must provide a *certified teacher*.**
- 20. Overnight Trips: The School is responsible for the following:**
- A. Bus driver's expenses (including hotel accommodations and meals)
  - B. Obtaining Area Assistant Superintendent (if applicable)
  - C. Completing one field trip requisition
- 21. Principal's Responsibility: Principals should review each field trip request for accuracy. In order to check on any trip, the authorization number(s) will be required.**
- 22. Late Arrivals: Schools must call the Field Trip Unit if the bus has not arrived 5 minutes before the scheduled departure time. Do not wait until 15 or 20 minutes after your departure time to call.**
- 23. Standard Rule: All trips should comply with state standard rule 160-5-1-.12F (Student Fees and Charges/Required Student Equipment and Materials)**

### Field Trip Requests Electronic Submission

- 1. Authority for a Field Trip: Requests for trips will be considered only if made by a principal, department head or other official of the DeKalb County School System via STIMS (School Transportation Information Management System - electronic filing).**
- A. All field trip requests are to be submitted to the designated school or center contact.
  - B. Requests must be submitted in a timely manner—based upon the timeframe specified in this document.
- 2. Back-Up Person: All schools must have a back-up contact that is familiar with the STIMS program and has access to STIMS from their computer.**
- 3. Requests Timing: All requests must be submitted at least fourteen (14) school days but no more than thirty (30) school days prior to the trip date. Exceptions will be made for last minute trips such as athletic tournaments. If you have a trip that is late, you must e-mail and call your field trip clerk with the details. You will then be instructed as to how to proceed.**

### Forgetting To Submit The Requisition Does Not Qualify As An Exception.

- 4. Information required: The initial request for approval must include the following (Note: the request will not be approved unless all of the information is completed correctly):**
- |   |  |
|---|--|
| A. School Number                                    | H. Return Date and Time  |
| B. School Name                                      | I. Number of Students  |
| C. Group (5th grade, Ms. Smith's class, band, etc.) | J. Number of Adults  |
| D. Contact Person                                   | K. Number of Buses needed  |
| E. Destination                                      | L. Activity Code   |
| F. Chaperon Name (Teacher or Coach)                 | M. Fund Account code (Finance to Pay 001 or School to Pay 002)   |
| G. Departure Date and Time                          | N. Any pertinent information regarding trip in School Notes (ex. Lift bus needed, # of chairs, transit bus requested, complete street address of destination). |

5. **Signatures:** All required signatures must be obtained before a trip can be taken.
6. **Ability to Pay:** No student will be excluded from a trip because of his/her inability to pay; students are not required to pay trip expenses for chaperons.
7. **County funded field trips, please enter the correct Activity code.(ex. Title 1, FBLA, or Pre-K)**

### Field Trip Driver's Considerations

1. **Drivers Prohibited from Driving Trips:** Drivers with chargeable accidents or Driver's Alerts are not eligible for Field Trips.
2. **Late or No-Show:** Bus Drivers who are late or who do not show up for a Field Trips will receive the following:
  - A. First Offense .....30 Day Suspension from Field Trips
  - B. Second Offense.....**Suspend** Field Trips for the Remaining School Year
3. **Drivers Report:** Each driver must insure that the final report [provided to the Field Trip Unit office] is accurately completed in a timely manner. This information will be furnished in the manner described in the next item, "Trip Close Out Procedure."
  - A. Drivers must report the **Actual Mileage**, the **number of students** on the trip, and the **Driver's hours worked**.
  - B. The **driver, teacher, and principal must sign each form**.
  - C. Completed requisitions **must** be submitted with timesheet to District Manager.
  - D. Drivers must initial any time changes
4. **Overnight Trips:** For DeKalb County School System buses on overnight field trips, the driver is responsible for the following:
  - A. **Before** the trip, drivers must **obtain a cell phone** from the Field Trip Unit (for emergency use only)
  - B. **After** the trip, drivers must **complete** the driver's report as outlined herein.
5. **Deviation from Planned Trip:** Drivers are to follow the requisition and are to not deviate from destination or time, unless the Field Trip Unit is notified in advance and approved by the School.
  - A. Field Trip assignment is at the discretion of the District Manager and typically based on seniority.

### Cost and Payment Considerations

1. **All field trips for DeKalb County Schools Transportation Department will cost \$1.50 per mile plus the hourly rate of the selected driver (\$20.93 maximum per hour). To estimate the cost of a field trip please use the following information:**

Driver's salary = \$20.93 per hour (maximum hourly rate)

Mileage = \$1.50 per mile

*Example:*

1 bus going to Zoo Atlanta						
Departure time: 9:30 am						
Return time: 1:30 pm						
28 miles round trip						
Driver's Salary	Number of hours	Estimated Salary	Mileage Cost	Mileage	Estimated Mileage Cost	Estimated Total Cost
\$20.93	4 hours	\$83.72	\$1.50	28	\$42.00	\$125.72
To determine mileage, go to Mapquest.com and this will give a reasonably accurate mileage from your school to your destination.						

***Remember!***

**This is only an estimate! Your actual cost could be more or less.**

2. **Special Needs Field Trips:** All students in the county are expected to pay transportation cost for field trips. (Excludes CBI, CVBT, and Special Olympics)
3. **Trips outside normal dates:** Special approved Field Trips Taken before October 1 and after April 15 must be Pre-Paid and there should not be an outstanding balance.
4. **Trip Cancellations:** If the contact has not notified (phone & e-mail) the Field Trip Unit within 24 hours of the field trip, the school will be billed for 1 hour and 2 hours for weekend trips.
5. **Multiple Trips:** Due to the double payment of a driver's salary, a bus driver is not permitted to make more than two non-athletic field trips per school day
  - A. Field trip shuttling for additional pay will not be permitted.
  - B. However, **drivers are expected to shuttle**, when feasible.
  - C. Only one requisition will be necessary and drivers should be informed in advance of the trip of the shuttle schedule.
6. **Drivers Compensation:** For authorized field trips, compensation will be at the driver's regular hourly rate of pay.
7. **Parking:** Schools are responsible for parking fees(if applicable)
8. **Drivers of unauthorized trips:** If a trip is made but not authorized, the driver will be reprimanded and possibly lose their Field Trip Privileges.
9. **School Invoices:** Schools will receive monthly invoices for Field Trips and they need to be paid on a monthly basis. These invoices must be reviewed carefully and if there are errors they should be noted on the invoice and sent to the assigned field trip clerk. When paying your invoice:
  - A. **If outside parties are responsible for payment:**
    1. Schools are responsible for securing payment for the trip with the outside organization.
    2. The Field Trip Unit is not responsible for retrieving payment from any outside resource.
  - B. Purchase Orders must be submitted prior to the invoice(estimated invoices will be available) or shortly thereafter
  - C. **All monies should be secured prior to the field trip**
  - D. **Make check payable to:** DeKalb County Board Of Education.
  - E. **Send check to** attn: Daniella Gaither **Department of Transportation Payroll – Field Trip Unit.**
  - F. **Balances can not be cleared until all monies and or purchase order and check numbers have been received.**

**Requisition Deadline Dates**

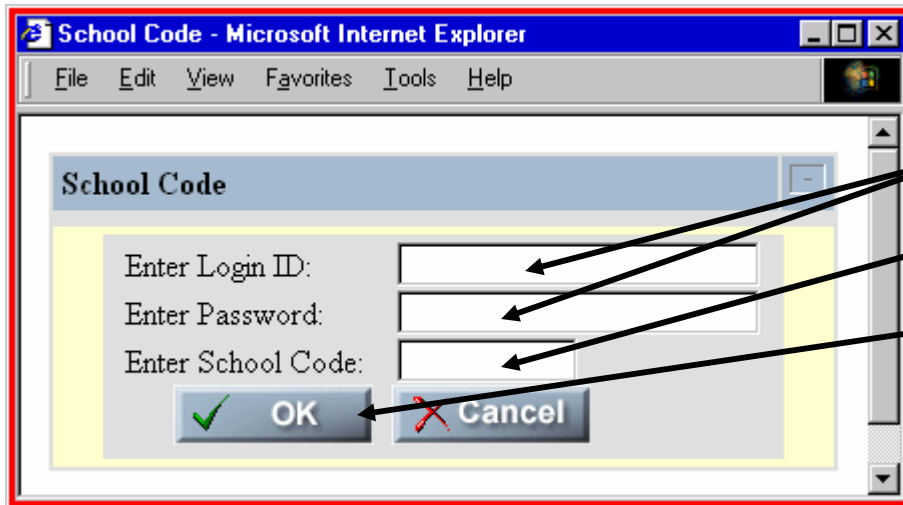
<i>Payroll Period</i>	<i>Pay Date</i>
<b>August 1 – September 4, 2010</b>	<b>September 30, 2010</b>
<b>September 5 – October 2, 2010</b>	<b>October 29, 2010</b>
<b>October 3 – October 30, 2010</b>	<b>November 30, 2010</b>
<b>October 31 – December 4, 2010</b>	<b>December 17, 2010</b>
<b>December 5, 2010 – January 1, 2011</b>	<b>January 28, 2011</b>
<b>January 2 – January 29, 2011</b>	<b>February 25, 2011</b>
<b>January 30 – February 26, 2011</b>	<b>March 31, 2011</b>
<b>February 27 – April 2, 2011</b>	<b>April 29, 2011</b>
<b>April 3 – April 30, 2011</b>	<b>May 31, 2011</b>
<b>May 1 – May 28, 2011</b>	<b>June 30, 2011</b>

**\*\*DEADLINE DATES ARE SUBJECT TO CHANGE\*\***

**Electronic Requisitions Must Not Be Submitted  
30 school days  
Before the Date of the Trip.**

The following are print screens from the STIMS program, which should appear daily as you log on. These should be helpful if you have problems.

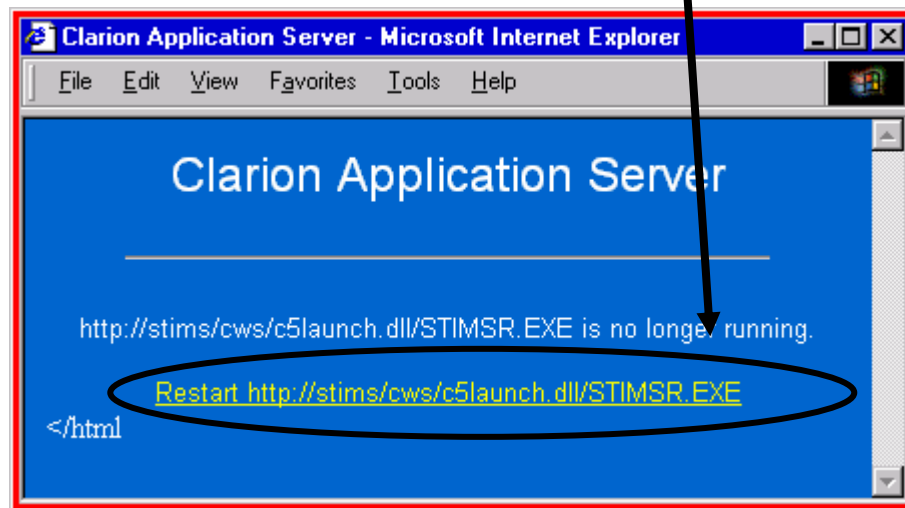
This is the login screen after you have successfully installed your icon.



This information is Case Sensitive. Use Capital Letters

Enter your school code and then click OK

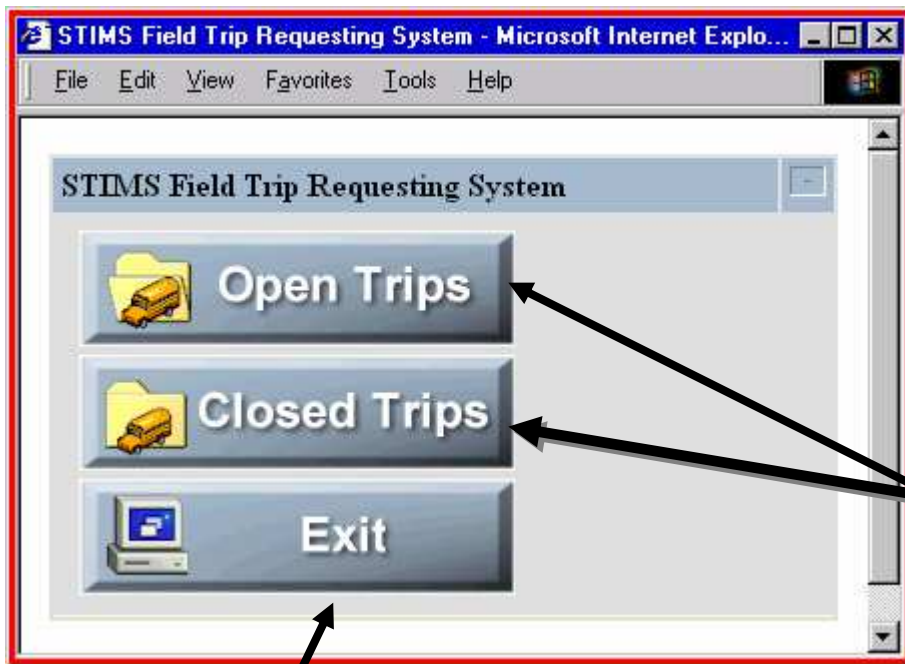
The WEB address is as follows:



If, for some reason, your ICON is not showing on your desktop, you may enter the WEB URL - shown above - (Web address) directly into the address line in Internet Explorer as you would to go to any Web page.



This is the opening screen after you have successfully logged in.



You may either view or modify the OPEN or the CLOSED trips. Click on whichever is appropriate. For a new trip, press the Open Trips Icon.

You may exit the program if you decide not to continue at this time. It is always beneficial to exit programs by the exit options provided to you.

If your ICONS do not look like the above, please see your CTSS or call us for directions.

## Please Note

There is a 50-user limit at any one time to access STIMS from the Internet.

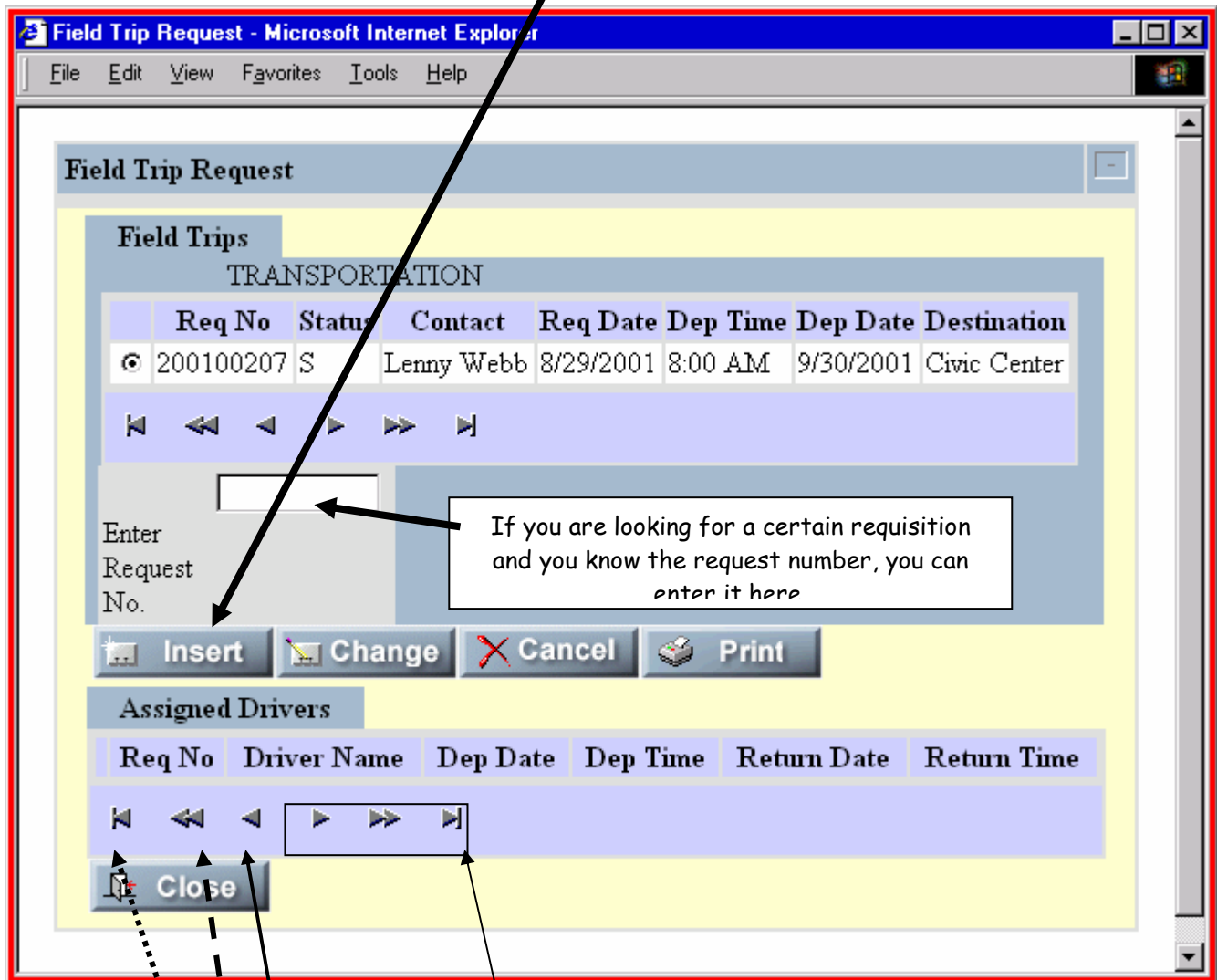
During a busy time, such as Fernbank announcing their schedule, please enter your data and then log off to allow others to gain access.

This restriction will be removed soon, but until then, please log off any time you are not using STIMS.

Once you are at the point where you can enter a new trip, you will see this screen.

You will see that one trip has already been requested.

To request a new trip, Press Insert.



Note the little arrowheads:

The **first** one signifies going to the first item in a list, the **second** one allows you to go to the previous page.

The **third** item lets you move one record at a time.

The same buttons repeat in the opposite direction - see the **last three buttons**.

This screen is the actual (fill in the blank) form to request a new field trip. You will enter the appropriate information. Use the TAB key to move from one field to the next.

**ALL ENTRIES MUST BE COMPLETED AND CODED CORRECTLY IN ORDER FOR YOUR TRIP TO BE APPROVED.**

The screenshot shows a web browser window titled "Record Will Be Added - Microsoft Internet Explorer". The form contains the following fields and callouts:

- Req No.:** 200100212 (Callout: "The date is automatically entered, as is the Requisition Number.")
- Req Date:** 8/29/2001 (Callout: "The date is automatically entered, as is the Requisition Number.")
- School:** 712 TRANSPORTATION (Callout: "Enter group information, i.e. 5<sup>th</sup> grade, Discovery, Band, etc.")
- Group:** (Empty field)
- Contact:** (Empty field, callout: "Enter the Contact at the school. (This is usually you.)")
- Destination:** (Empty field, callout: "Enter the trip Destination. Be as specific as possible.")
- Chaperon:** (Empty field)
- Dep Date:** (Empty field, callout: "Enter Departure Date & Time And Return Date & Time Date format: 8/25/01 Time format 8a or 8:30p DO NOT INCLUDE PERIODS IN THE TIME FORMAT.")
- Dep Time:** (Empty field, callout: "Enter Departure Date & Time And Return Date & Time Date format: 8/25/01 Time format 8a or 8:30p DO NOT INCLUDE PERIODS IN THE TIME FORMAT.")
- Ret Date:** (Empty field, callout: "Enter Departure Date & Time And Return Date & Time Date format: 8/25/01 Time format 8a or 8:30p DO NOT INCLUDE PERIODS IN THE TIME FORMAT.")
- Ret Time:** (Empty field, callout: "Enter Departure Date & Time And Return Date & Time Date format: 8/25/01 Time format 8a or 8:30p DO NOT INCLUDE PERIODS IN THE TIME FORMAT.")
- #Students:** (Empty field, callout: "Check here if you will be using a Private Carrier. Enter details under School Notes, below.")
- #Adults:** (Empty field, callout: "Check here if you will be using a Private Carrier. Enter details under School Notes, below.")
- #Buses:** (Empty field)
- #Nights:** (Empty field)
- Bus Needed:**  (Callout: "Check here if you will be using a Private Carrier. Enter details under School Notes, below.")
- Night Trip:** N (Callout: "Check here if you will be using a Private Carrier. Enter details under School Notes, below.")
- Activity:** (Empty field with magnifying glass icon, callout: "If you do NOT know the activity code: You can locate it by clicking on the magnifying glass and scrolling until the appropriate code is found. If you know the activity code: Click here to enter the correct three-digit activity code.")
- Approved:** (Empty field)
- Approved Date:** (Empty field)
- Approved By:** (Empty field)
- Approved Time:** (Empty field)
- Fund Account:** (Empty field)
- School Notes:** (Text area, callout: "School Notes: You can enter any information that you want here.")
- Comments:** (Text area, callout: "Comments: The Field Trip Unit will enter information here.")
- Buttons:** OK, Cancel (Callout: "Click OK once you have completed all of the fields.")
- Table:**

Req No	Driver Name	Bus No	Dep Date	Dep Time	Return Date	Return Time	Mileage Out	Mileage In	Total Miles

Chaperon:  
Fill in name of the teacher or the coach.

Check here if you will be using a Private Carrier. Enter details under School Notes, below.

Enter only Y for Yes or N for No

Enter the name of the Principal here.

Click OK once you have completed all of the fields.

School Notes:  
You can enter any information that you want here.

Comments:  
The Field Trip Unit will enter information here.

Enter the Contact at the school.  
(This is usually you.)

Enter the trip Destination.  
Be as specific as possible.

Enter Departure Date & Time  
And  
Return Date & Time  
Date format: 8/25/01  
Time format 8a or 8:30p  
**DO NOT INCLUDE PERIODS IN THE TIME FORMAT.**

**If you do NOT know the activity code:**  
You can locate it by clicking on the magnifying glass and scrolling until the appropriate code is found.

**If you know the activity code:**  
Click here to enter the correct three-digit activity code.

Click on the magnifying glass or enter code:  
001 = Finance to pay  
002 = School to pay

After you click OK, you should see this screen.

## Record Added

This record has been added to the file. Do you want to add another record?

**YES**

**NO**

**If you receive this message:**  
your request has been successfully submitted.

**If you DO NOT receive this message,**  
your request has failed.

### Check the following:

1. Be sure you correctly completed all fields.
2. Check to insure that you entered the correct date format: (8/25/02)
3. Insure that you entered the correct time format: (8a or 8:30a)
4. Verify that there are No periods in am or pm
5. Make sure you enter Y for approved. This is the final screen that shows the submitted request.

Req No	Status	Contact	Req Date	Dep Time	Dep Date	Destination
200100207	S	Lenny Webb	8/29/2001	8:00 AM	9/30/2001	Civic Center

Req No	Driver Name	Dep Date	Dep Time	Return Date	Return Time
--------	-------------	----------	----------	-------------	-------------

**Once the field trip unit has approved your trip, you need to:**

- **Print 3 copies of the requisition.** (2 copies for the driver and 1 copy for your records)
- **Have the principal sign the requisition.** (The principal must sign the requisition before the trip)

<b>Activity Codes/Fund Codes</b>
----------------------------------

**Athletic**

V-Football (F-Ball)	100	Team Bus
V-F-Ball Cheerleader	101	Cheerleader Bus
V-F-Ball Band	102	Band Bus
JV-Football	103	
JV-F-Ball Cheerleader	104	
9 <sup>th</sup> -Football	146	
8 <sup>th</sup> -Football	105	
8 <sup>th</sup> -F-Ball Cheerleader	106	
8 <sup>th</sup> -F-Ball Band	156	
V-Basketball (Boys)	107	
V-Basketball (Girls)	108	
V-Basketball C-leader	109	
JV-Basketball (Boys)	110	
JV-Basketball (Girls)	111	
JV-Basketball C-leader	112	
9 <sup>th</sup> -Basketball	147	
8 <sup>th</sup> -Basketball(Boys)	113	
8 <sup>th</sup> -Basketball(Girls)	114	
8 <sup>th</sup> -Basketball C-leader	115	
V-Track (Boys)	116	
JV-Track (Boys)	117	
8 <sup>th</sup> - Track (Boys)	144	
V-Track (Girls)	118	
JV-Track (Girls)	119	
8 <sup>th</sup> - Track (Girls)	145	
V-Baseball	120	
JV-Baseball	121	
V-Softball	122	
JV-Softball	123	
V-Swimming	124	
JV-Swimming	125	
V-Soccer (Boys)	126	
JV-Soccer (Boys)	127	
V-Soccer (Girls)	128	
JV-Soccer (Girls)	129	
V-Volleyball (Boys)	130	
JV-Volleyball (Boys)	131	
V-Volleyball (Girls)	132	
JV-Volleyball (Girls)	133	
V-Golf	134	
JV-Golf	135	
V-Tennis	136	
JV-Tennis	137	
V-Wrestling	138	
JV-Wrestling	139	
Gymnastics	140	
Cross Country	141	
Debate Team	142	

<b>Rifling</b>	<b>143</b>
<b>Step Team</b>	<b>148</b>
<b>Bowling</b>	<b>149</b>
<b>8<sup>th</sup> Football Band</b>	<b>156</b>
<b>Literacy/Forensics</b>	<b>157</b>
<b>Overnight Trips</b>	<b>150</b>
<b>O-N Football</b>	<b>151</b>
<b>O-N Basketball</b>	<b>152</b>
<b>O-N Wrestling</b>	<b>153</b>
<b>O-N Track</b>	<b>154</b>
<b>O-N Golf</b>	<b>155</b>
<b>Fernbank</b>	
<b>Science Center</b>	<b>200</b>
<b>Museum</b>	<b>201</b>
<b>Imax</b>	<b>202</b>
<b>Greenhouse</b>	<b>203</b>
<b>Stone Mountain Park</b>	<b>204</b>
<b>Hidden Acres Park (Wet Land)</b>	<b>205</b>
<b>Mt. Arabia Park</b>	<b>206</b>
<b>STT</b>	<b>207</b>
<b>Career Ed</b>	<b>400</b>
<b>Career Ed – N</b>	<b>401</b>
<b>Career Ed – S</b>	<b>402</b>
<b>Smaller Learn CT</b>	<b>403</b>
<b>Special Needs (S-N)</b>	<b>500</b>
<b>S-N Track &amp; Field</b>	<b>501</b>
<b>S-N Bowling</b>	<b>502</b>
<b>S-N Tennis</b>	<b>503</b>
<b>S-N Swimming</b>	<b>504</b>
<b>S-N Basketball</b>	<b>505</b>
<b>S-N Softball</b>	<b>506</b>
<b>S-N Gymnastics</b>	<b>507</b>
<b>S-N Volleyball</b>	<b>508</b>
<b>CBI</b>	<b>509</b>
<b>Adapted Sports</b>	<b>510</b>
<b>S-N Soccer</b>	<b>511</b>
<b>S-N Golf</b>	<b>512</b>
<b>Special Olympic</b>	<b>513</b>
<b>S-N Fernbank</b>	<b>514</b>
<b>S-N Diagnostic</b>	<b>515</b>
<b>RVI</b>	<b>516</b>
<b>S-N Transition</b>	<b>517</b>
<b>Outdoor Ed</b>	<b>600</b>
<b>Rock Eagle</b>	<b>601</b>

Wahsega	602	
Partner in Ed (P.I.E.)	700	
Magnet	800	
Other	900	
ROTC/Other	901	
Kindergarten	902	Kindergarten Trips Only
Pre-K	903	Pre-K Trips Only
Band	904	Other than Athletic Events
Chorus	905	
Title 1	906	
Pre-K Title 1	907	Pre-K Title 1 Trips Only
FBLA	908	
Drama/Athletic	909	
Orientation	910	
Science/Olympia	911	
100 Blackmen	912	
Summer Program	999	

#### Activity/Tutorial Codes

Tutorial	A01
International	A02
Magnet	A03
OEC	A04
Warren Tech	A05
PM Activity	A06
Office Duty	A07
Drivers Ed	A08
Other	A09
Extended Route	A10
Early Childhood	A11
STT	A12
Cool Girls	A13
NCLB	A14
RISA	A15
Champion Theme	A16
Path Academy.	A17
Path – Saturday	A18
21 <sup>st</sup> Century	A19
9 <sup>th</sup> Grade Tutorial	A20
Saturday Tutorial	A21
CBVT	A22
Athletic-Other	A23
DECA	A24
DeKalb Reading	A25
Eaglewood Bask	A26
ESL	A27
Extra Route	A28

<b>Macon-SN</b>	<b>A29</b>
<b>Practice-Athletic</b>	<b>A30</b>
<b>PRACTICE-BAND</b>	<b>A31</b>
<b>Cepta</b>	<b>A32</b>
<b>Inter Comm Sch.</b>	<b>A33</b>
<b>Safe Places</b>	<b>A34</b>
<b>Routing</b>	<b>A35</b>
<b>Safety Net Tuto</b>	<b>A36</b>
<b>AM Shuttle</b>	<b>A37</b>
<b>ICS After Care</b>	<b>A38</b>
<b>ESOL</b>	<b>A39</b>
<b>Family Outreach</b>	<b>A40</b>
<b>Project SOAR</b>	<b>A41</b>
<b>Girl Scouts</b>	<b>A42</b>
<b>Special Olympic</b>	<b>A43</b>
<b>PM Shuttle</b>	<b>A50</b>
<b>Homeless</b>	<b>A51</b>
<b>Band Activity</b>	<b>A90</b>



**Account Codes**

Finance to Pay      001

School to Pay      002

**BUS UTILIZATION GUIDE  
FOR  
FIELD TRIP REQUEST**

**FOOTBALL (Player Dressed)**

**35 Capacity Buses**

<u>No. of Buses</u>	<u>Students</u>
1	1-20

**48 Capacity Buses**

<u>No. of Buses</u>	<u>Students</u>
1	1-33

**65 Capacity Buses**

<u>No. of Buses</u>	<u>Students</u>
1	1-40
2	41-80
3	81-120

**72 Capacity Buses**

<u>No. of Buses</u>	<u>Students</u>
1	1-44
2	44-99

**81 Capacity Buses (Transit)**

<u>No. of Buses</u>	<u>Students</u>
1	1-65
2	66-130

**\*BAND, DRILL, TEAM, CHEERLEADERS, ALL OTHER SPORTS AND TRIPS**

**35 Capacity Buses**

<u>No. of Buses</u>	<u>Students</u>
1	0-25

**48 Capacity Buses**

<u>No. of Buses</u>	<u>Students</u>
1	0-38

**65 Capacity Buses**

<u>No. of Buses</u>	<u>Students</u>
1	0-40
2	41-80

**72 Capacity Buses**

<u>No. of Buses</u>	<u>Students</u>
1	0-44
2	45-88

**81 Capacity Buses (Transit)**

<u>No. of Buses</u>	<u>Students</u>
1	0-65
2	66-130

**\*BAND**

One bus may be requisitioned for instruments only. If students are riding a bus, instruments are not permitted in the aisle or stairwell.

---

## Notice to Principals

---



There are **NO** free field trips  
for Kindergarten.

Pre-K is allowed 2 free trips  
(one trip each semester)  
for the  
2010-2011 school year.

*DeKalb County School System  
Department of Pupil Transportation*

### **MISSION STATEMENT**

*The Transportation Department will support the  
learning environment by  
providing safe, reliable and efficient  
Transportation.*