

TRANSPORTATION PROCEDURES

Please submit requisition at least 30-days prior to event date.

Transportation is coded to 5438. Our contract for field trip transportation is with First Student. Please follow their procedures listed below:

First Student Field Trip Procedures

1. If your school has any outstanding balances you will be required to prepay for your trip.
2. Trips should be booked at least one week in advance.
 - a. We cannot guarantee service with less notice.
3. Only trips requiring a First Student school bus should be sent to us.
4. Trips cannot be booked over the phone. Field trip forms should be mailed or faxed to 458-3255
5. If you are paying by Purchase Order, the PO number must be on the form before the trip will be confirmed
6. If you are paying by P-Card, Visa or Mastercard, you must call Becky at 288-8080 or 647-9380 with the number and expiry date or your trip will not be confirmed.
7. You may also pay by school check or money order. No cash accepted.
8. All other checks must be approved in advance or the trip may not be confirmed.
9. If an outside organization is paying for the trip we will need a statement or letter from them to authorize the payment.
10. Incomplete forms will be returned.
11. You no longer need to return the yellow copy or hard copy by mail. You must provide your fax number and we will fax a confirmation to you.
12. If you do not have access to a fax, please mail the yellow copy and the card to us. At the address below.

Mailing Address:

First Student Charter Center
575 Colfax St
Rochester NY 14606.
ATTN: Charter Dept.

Fax: 458-3255

Phone: 288-8080 or 647-9380

If not using First Student and amount is over \$2,000.00 you must obtain 3 quotes

ADMISSIONS PROCEDURES

Field Trips must be educational in nature. See "Superintendent's Signed Regulation 4400-R".

Please submit requisition at least 30-days prior to event date.

Admissions are coded to 5439

Attached to the requisition:

1. Approved/Signed Field Trip Packet by the Principal and Chief (international – Superintendent)
2. Quote/Invoice from the vendor with the date of the event, how many are going, and the price per admission.

Student Competitions are considered "Admissions"

The ZooMobile is a SERVICE – must be coded to 5430.

If the event is out of the area and coach transportation (5438) is used (see Motor Coach Procedures).

MOTOR COACH PROCEDURES

Field Trips must be educational in nature. See "Superintendent's Signed Regulation 4400-R".

Please submit requisition at least 30-days prior to event date.

Motor Coach Transportation is coded to 5438 (Field Trip Transportation)

Attached to the Requisition:

1. Approved/Signed Field Trip Packet by the Principal and Chief (international – Superintendent)
2. Three (3) quotes, if over \$2,000
3. Quote/Invoice from the vendor with the date of the event, how many are going, and the price per student.
4. Itinerary and List of Attendees must be attached.

If the trip is overnight, the Driver's accommodations (lodging) may be included in the bundled transportation price quoted (also coded to 5438).

List of Coach Transportation Vendors: *Check with purchasing to make sure vendors are still active*

1. LASTING IMPRESSION TOURS – 315-439-4200 Vendor #0000034754
2. SKY HIGH SOCIETY LLC – 585-727-9294 Vendor #0000035144
3. FIRST CHOICE TRAVEL – 585-762-6090 Vendor #0000007524
4. D & F TRAVEL – 716-423-9901 Vendor #0000006574 (Inactive but could use if you need to)
5. S&S LIMOS – 877-730-1096 Vendor #0000019838
6. TRAILWAYS – 877-467-3346 Vendor #0000028290
7. LINQSERV INC, DBA GOLDEN MEMORIES – 585-723-1322 Vendor #0000033289
8. ELITE LIMOUSINE, DBA, STAR TRAVEL – 315-524-8247 Vendor #0000031464