



Superintendent's Circular

NUMBER:
TRN-03
Version 01

FIELD TRIP TRANSPORTATION

This Circular will remain in effect unless rescinded or superseded by a subsequent version

This circular outlines the steps that must be followed when transporting students to field trips where BPS transportation or an approved outside supplier is used. Additionally, this circular outline general rules regarding transporting students in the Boston Public Schools with other approved transportation suppliers.

School buses or approved transportation suppliers' vehicles should be used to transport students to and from field trips. Privately owned vehicles from non-approved suppliers or leased vans are not to be utilized to transport students to and from field trips, except in the case of a genuine emergency. Staff who utilize their own vehicles risk being legally liable if students are injured while riding in their automobiles.

Transdev is the supplier currently under contract with the Boston Public Schools (BPS) to provide transportation services on BPS yellow school buses, including field trips. All field trip transportation must utilize BPS school buses, unless the request cannot be accommodated based on capacity limitations, or an approved transportation supplier.

Arrangements with other suppliers are subject to the designation of that supplier as approved by Nate Kuder, the Chief Financial Officer, and may be made by individual schools/departments subject to purchasing regulations. The approved supplier list can be found at the end of this circular.

Staff should be aware of their responsibility to consult with and obtain the approval of their respective school leader or department head, using school/BPS letterhead, to make agreements or exchange money with parents, outside transportation companies, travel agencies, etc.

When requesting buses for field trips, school leaders should be aware that BPS has the greatest bus availability between 9:30 a.m. and 12:30 p.m. However, we encourage and welcome schools to submit all of their field trip requests as outlined in this circular. In the event that a request cannot be met, school leaders should explore the opportunity to order buses from approved suppliers who are not restricted to the use of the BPS school bus fleet. A list of approved suppliers is attached at the end of this circular. If the Transportation Department is unable to provide service at the time requested, Transportation will aim to provide notice to the school leader via email at least one week in advance of the requested trip date. The Transportation Department does not recommend particular suppliers for field trips and does recommend the use of our primary supplier, Transdev, whenever possible.

All field trips must be budgeted on account 52811, regardless of the supplier. If you do not have a field trip account (account

52811), you must submit a budget transfer within your organization code to create the appropriate budget line.

If students in 7th through 12th grade will be utilizing the MBTA for a field trip, schools can email schooltrips@mbta.com and/or submit a request through the [School Field Trip Submission Form](#) should they need to acquire MBTA passes for students who do not already have a pass because they live within the school's walk zone.

Please refer to the following circulars for guidelines and procedures for the planning and implementation of BPS field trips: [CAO-22 General Guidelines for All Field Trips](#), [CAO-23 Day Field Trip Guidelines](#), [CAO-24 Overnight Field Trips Guidelines](#), and [CAO-25 International Field Trip Guidelines](#).

- I. FIELD TRIP TRANSPORTATION CHECKLIST - BPS Yellow Bus Fleet
 1. Obtain the necessary signatures from BPS authorities at least four (4) weeks prior to any planned field trip, as outlined in the field trips circulars referenced above.
 2. Submit your request via the [Supplemental Transportation Request Form](#) to arrange for booking yellow bus transportation with Transdev at least two (2) weeks in advance of the field trip. If you would prefer to use a transportation supplier from the attached approved

transportation suppliers list, please use [the requisition process](#) in the [BAIS FN](#) system.

3. Once your field trip request through BPS has been processed, you will receive an invoice from the BPS DOT Supplemental Transportation Manager, Kyle Lewis. This invoice will detail payment options. Please continue reading for general payment information.
4. Field trip transportation requests funded through external grants must include the appropriate grant ID and program codes. In the event that funds for an external grant have not been activated in BAIS FN, you will need to use general funds (fund 100) for the trip. After the grant funds are loaded into BAIS FN, please email Kyle Lewis, the Supplemental Transportation Manager, requesting that they submit an expenditure transfer on your behalf to move field trip expenses from fund 100 to your grant.
 - i. As a reminder, all schools planning to have field trips should budget for them using account code 52811
 - b. Please note that in cases where a school has indicated that they would like to use ESSER or Title I META, the school will need to provide confirmation that this spending has been approved by their [ESSER Liaison](#) or the district's Title I Coordinator, Imani Penn (ipenn@bostonpublicschools.org).
5. The Transportation Department will only order those field trips utilizing the district's yellow bus fleet, managed by

Transdev. If you will be using a different vendor for your field trip, please see section II.

6. Payments should be made through a budget transfer or check. Field trip transportation will not be scheduled unless the transfer is submitted, or the check is mailed at least five (5) school days prior to the date of the trip.

- a. Fund 100/general funds: Transfers should be made to the following chartfield in the BPS Transportation budget:

- i. Org: 101081
 - ii. Fund: 100
 - iii. Account: 52805
 - iv. Program: 2695
 - v. Class: 0000
 - vi. Bud Ref/Year: 2024

- b. Fund 200/grants: BPS Transportation will submit an expenditure transfer to the Grants Office on your behalf. Please confirm the necessary approvals and the budget line you would like to use to fund your field trip via email to the Supplemental Transportation Manager, Kyle Lewis, at least five (5) days before your scheduled field trip

- c. Check: Please confirm the check was mailed via email to the Supplemental Transportation Manager, Kyle Lewis, at least five (5) school days prior to the planned trip. Checks should be made out to the Boston Public Schools Transportation Department and mailed to:

Kyle Lewis, BPS Transportation Department
Bruce C. Bolling Building
2300 Washington Street
Roxbury, MA 02119

Note: Full bus capacity for the BPS yellow bus fleet is approximately seventy (70) elementary school students, sixty (60) middle school students and forty-five (45) adults/high school students. An adult MUST ride with students on any and all field trips on BPS buses.

7. Final confirmation for any transportation services provided by Transdev should be made three (3) school days before the scheduled trip by contacting Kyle Lewis, the Supplemental Transportation Manager at Operations-Department-Heads@bostonpublicschools.org or 617-635-9418. Notice of any changes or canceled trips must be provided to the Transportation Department at least three (3) school days in advance, except in case of emergency.

The bus price schedule for the BPS fleet (Transdev) is as follows:

Inside Route 128	<p>Discounted Rate:</p> <p>\$132.50 each way if your trip is between 9:30 a.m. and 12:30 p.m. (Buses must be back to your school by 12:30 p.m., or the trip will be billed at the regular rate).</p> <p>Regular Rate:</p> <p>\$190.00 each way or \$380.00 for a round trip</p>
Outside Route 128	<p>Regular Rate:</p> <p>\$540.00 (in-state), \$1,050.00 (out-of-state)</p>

Layover Charges	In some cases, if a school requires the bus to stay on-site, it will cost \$42.00 per hour for layover time.
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II. FIELD TRIP TRANSPORTATION CHECKLIST - Approved Private Transportation Supplier

1. Obtain the necessary signatures from BPS authorities **at least four (4) weeks prior** to any planned field trip, as outlined in the field trips circulars referenced above. A Request for Waiver form (attached) must be used if requesting the use of suppliers not under contract with the Boston Public Schools; supplier options are limited to those on the attached Approved Field Trip Transportation Suppliers list. Assurances are required for the use of all non-BPS carriers, as noted on the waiver form. This form must be attached to the field trip request form appropriate for the type of trip you are conducting (based on the Field Trips circulars referred to above) and forwarded to the Office of the Chief Financial Officer (do not send to the Transportation Department).
2. All trips booked with approved private transportation suppliers (this does not include Transdev) must be organized utilizing the requisition procedures in [PeopleSoft BAIS FN](#). Please complete the requisition for an approved transportation supplier **at least ten (10) school days** prior to the date of the trip to ensure that a purchase order (PO) can be dispatched to the bus company ahead of the field trip.
3. Please note that requisitions with incorrect account codes cannot be processed, therefore you will need to confirm that funds for your field trip are in account 52811. If you do not

have a field trip account in your budget (account 52811), you must submit a budget transfer within your organization code to create the appropriate budget line. Transportation requests funded through external grants must include the appropriate grant ID and expense codes.

4. The details of the requested field trip must be entered on the requisition in the header details panel using the comment section. The details must include the following information:
 - a. Contact person
 - b. Phone number
 - c. Email
 - d. Pick-up location
 - e. Site to be visited
 - f. Address
 - g. Site telephone number
 - h. Site contact person
 - i. Purpose of trip
 - j. Date of trip
 - k. Departure time
 - l. Time back at school
 - m. Number of students
 - n. Number of buses needed
 - o. Adults riding along
5. For requisitions to post, a valid budget check must be done. Requisitions that do not pass a budget check will not be processed. It is the responsibility of the school ordering the trip to ensure that all budget checks have passed and that a purchase order has been dispatched. Refer to the BAIS FN PeopleSoft training material titled "[Creating a Requisition](#)" if you need assistance in this procedure.

For more information about this circular, contact:

Owner:	Director of Transportation
Department:	Transportation
Mailing Address:	2300 Washington Street, Roxbury, MA 02119
Phone:	617-635-9643
Fax:	617-635-9541
Email:	Operations-Department-Heads@bostonpublicschools.org

Mary Skipper, Superintendent

**REQUEST FOR WAIVER FORM TO USE SCHOOL BUS SUPPLIERS
NOT CURRENTLY APPROVED AND UNDER CONTRACT**

This form must be used when utilizing suppliers that are not already under contract with the Boston Public Schools.

I am hereby requesting a waiver to use non-Boston Public School transportation for the field trip

requested on the attached Field Trip Request Form (based on the Field Trips circulars referenced above).

SCHOOL:

DATE OF TRIP:

DESTINATION:

BUS COMPANY (CARRIER):

RENTAL COMPANY CARRIER:

The building administrator must **check** each of the following to indicate documentation on file in the school providing assurances noted:

- Three informal quotes received from potential non-BPS transportation carriers.

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- Carrier selected is licensed by the Commonwealth to provide charter service.
- Carrier drivers are properly licensed to provide charter service.
- Carrier drivers are all CORI & SORI checked.
- Carrier maintains a minimum bodily liability insurance policy of \$1 million per occurrence.

APPROVALS:

_____	_____
Signature of Principal/Head of School	Date

_____	_____
School Superintendent	Date

_____	_____
Chief Financial Officer	Date

**THIS FORM SHOULD BE SUBMITTED TO THE PARTIES LISTED ABOVE.
ALLOW AT LEAST TEN SCHOOL DAYS FOR APPROVAL**

APPROVED FIELD TRIP TRANSPORTATION SUPPLIERS

Supplier Name	Supplier ID	Phone Number	Address
Adams Motor Transportation Inc.	0000003388	617-296-1930	631 Walk Hill Street, Mattapan, MA 02126
Chantals, Inc.	0000053323	617-293-0754	35 Nikisch Avenue, Boston, MA 02131
Crystal Transport, Inc.	0000001421	617-787-1544	1616 Hyde Park Ave, Boston, MA 02136
Dollar Ride ECO Ride LLC/ ECO Ride Group Transportation	0000071239		62 Huntington Street, Brockton, MA 02301
Eastern Bus Company	0000000396	617-628-6868	PO Box 514, Somerville, MA 02143
Local Motion, Inc.	0000022242	781-535-6344	66B Rocsam Park Road, Braintree, MA 02184
People Care-iers, Inc.	0000003949	617-361-1515	270 Islington Road, Newton, MA 02466
Tony's Transportation, Inc.	0000055218	617-719-3777	66 Glendale Street, PO Box 220815, Boston, MA 02125
Vocell Bus Company, Inc.	0000000385	781-393-0220	378 Commercial Street, Malden, MA 02148