



## **Transportation**

### **FIELD TRIP PROCEDURES**

- **Field trips form is completed by the requester and gives form to the building secretary**
- **Principal signs off on field trip form**
- **Form is sent to Central Office to Alessandra Corvo for the Superintendent's sign off on trip**
- **Field trip bus information is sent by Central Office to Dattco**
- **Dattco provides the cost and acceptance form to Alessandra**
- **Dattco sends acceptance information to Alessandra**
- **Building secretary will receive confirmation and creates Dattco PO then sends email to Louanne (LEA) or Linda (SA) with approved PO information**
- **After trip occurs, Dattco sends central office an invoice and building secretaries will be asked to verify the information with the trip requester. If secretary receives an invoice from other than central office, please email a copy to Louanne**

Central office is the point of contact for all trips.  
Please do not call Dattco directly to book any trips.  
Please make sure that all staff receive this information.

03/03/2020