1. RESULTS:
- Fulfill all transportation requests and Customer Delight.

2. INFORMATION:
Field trip Tickets for Payroll Process (pay drivers) and Billing schools and Outside agencies (including Summer Billing), complain processing, report of drivers field trip hours for Union purposes.

3. DELIVERABLES:
Deliver students on time and safely.

1. INFORMATION:
- Trip requests (Schools using Web Trips application).
- Emails from Outside Agencies requesting transportation for special school events.
- Approved list of drivers for field trips (route times)
- List of Vehicles.

2. MATERIALS:
Field Trip Application for drivers/attendants to be eligible.

3. PEOPLE:
Admin. Secretaries, Business Managers, Athletic Directors, Teachers, Principal, Outside requesters.

1. BOE’s Policies: EEA, IOB, IPD.
5. Billing Rates.
6. Knowledge: Knowledge of school needs and typical field trip pattern/destination.

5. ASSETS:
Bus Fleet, Personnel. Special needs equipment

4. FACILITIES:
Offices, Depots, Schools, Parking Lots, visiting facilities.

1. RESULTS:
- Fulfill all transportation requests and Customer Delight.

2. INFORMATION:
Field trip Tickets for Payroll Process (pay drivers) and Billing schools and Outside agencies (including Summer Billing), complain processing, report of drivers field trip hours for Union purposes.

3 DELIVERABLES:
Deliver students on time and safely.

Performance Measures:
M – 1 Date of Request vs. Departure Date.
M – 2 Departure Date vs. Billing Date.
M – 3 Cancellations.