Field Trips

IGOE	07/15/2010	Todd Watkins - Director

Guides

1. BOE's Policies: EEA, IOB, IPD. 2. MCPS Regulations: ACG-RA, COB-RA, EBC-RA, EBH-RA, EBI-RA, EEA-RA, EEB-RA, EKC-RA, GDA-RAGGA-RA, GKA-RA, IGK-RA, IGT-RA, IPD-RA, EBI-EA, EEA-EA, EEB-EA, GJD-EA. 3. Laws: COMAR, OSHA, Americans with Disabilities Act. 5. Billing Rates. 6. Knowledge: Knowledge of school needs and typical field trip pattern/destination.

Inputs

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.

M – 1

M – 2

FIELD TRIPS

Outputs

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.

Enablers

1. Human Resources : DOT Staff
2. TOOLS: Computer software applications (TOMS, Web Trips and TIMS), Radios (CB), Maps and mapping software (Google), Calculators, Telephones. FT tickets.
3. EQUIPMENT: Special needs equipment, field trip ticket printer.
4. ASSETS: Bus Fleet, Personnel. Special needs equipment
5. FACILITIES: Offices, Depots, Schools, Parking Lots, visiting facilities.

Performance Measures:

M – 1 Date of Request vs. Departure Date.

M – 2 Departure Date vs. Billing Date.

M – 3 Cancellations.