



Field Trip Procedures 2021-2022

- 1) Field trip request forms (with the actual date of the trip listed) will be required to be submitted before every trip. For transportation scheduling purposes, please submit as many trips in advance as possible.
- 2) If you do not have a date yet, please do not complete the field trip approval form until a date is determined. Once you confirm a definitive date, please send the bus requisition form to **Fran Caporaso and Patti Cleary**.
- 3) If we are unable to provide district transportation, please use the attached transportation vendor sheet to obtain a quote for your trip. Please note that if dates are scheduled further in advance, we have more flexibility to provide bussing.
- 4) Requests for field trips will be made through the BOE and approved at a board meeting at least 30 days prior to the date of the trip. Please email the bus requisition form to Patti Cleary at the Board Office. Please complete all columns on the form including if it is a vendor or district bus and cost per student. Additionally, please note the purpose of the trip.
- 5) Due to COVID19, please do not schedule or collect any funds for a field trip until you have received approval from Central Office.

Payment Procedures

- 6) PLEASE NOTE: If an outside bus service is scheduled, the requesting school will be responsible for payment of the bus. The bus company should bill the school directly – to the attention of the principal.
- 7) The school may only charge students for the cost of the bus, no surcharges are permitted.
- 8) Expenses for the field trip and the bus are to be collected from the students by the principal's office or designee.
- 9) Principal's office or designee will keep track of receipt of monies through the monthly bank reconciliation.
- 10) Principal or designee shall deposit into their Student Activity Account **within 72 hours** (no staff member should be holding on to field trip money beyond this time frame).
- 11) Payment to the bus company is to be made from the school's student activity account.



BUS COMPANIES FOR MADISON CLASS TRIPS

Hanover Park Board of Education

973-887-4505 Chris Bluett cbluett@hpreg.org or Ell transportation@hpreg.org

MUJC

908-790-9270 ext 5114 Renee Sanderson rsanderson@mujc.org

Florham Park Board of Education

973-822-3880 ext 1002 Linda Guerin linda.guerin@fpks.org

First Student

973-635-5707 William Singletary william.singletary@firstgroup.com
Sondra Royster sondra.royster@firstgroup.com

Lakeland Bus Lines

973-366-0600 ext 6020 Cindy Clark cclark@lakelandbus.com
973-366-0603 Bryan bmazz@lakelandbus.com

Passaic Valley Coach Lines

Email only for quotes
Andy info@passaicvalleycoach.com

Jordan Transportation/Student Transportation of America, Pine Brook Terminal

973-428-4800 ktorster@ridesta.com

Vogel Bus Company (Quotes take a couple of days)

833-698-7474 nxcquotes@nationalexpresscharter.com

Coach America

888-612-1308 ext 7004 Chris Mann chris@coachamerica.us

Vanderhoof (Quotes take a couple of days)

973-325-0700 quotes@vanderhoof.com