

CHAPTER

4

TRANSPORTATION

- Guidelines
- Reminder from the Transportation Department
- Trip Tracker Input Directions
- Transportation Responsibilities
- Transportation Drop off
- Transportation Concerns

Cleveland Metropolitan School District

Interscholastic Athletics and Student Activities

Transportation Guidelines

The following guidelines will be followed for schools needing transportation for their athletics programs:

1. ALL Athletic Directors (High School) or Interscholastic Department employee will be responsible for inputting ALL Senate League, Independent, Playoff or Championship Games into Trip Tracker.
2. ALL K-8 school Principal's will be responsible for inputting ALL Trip Tracker request INCLUDING INTERSCHOLASTIC ATHLETIC TRANSPORTATION REQUEST!
3. ALL Athletic Transportation request are to be inputted into Trip Tracker 7 days prior to the event.
4. Transportation for special event (i.e. Mini-camps, off-site practices or other occurrences) that are not a part of the schools regular athletic schedule, MUST have approval of the Executive Director of the Interscholastic Athletics Office or their designee, fourteen (14) days prior to the event.
5. Transportation request for any athletic contest or event outside of Cuyahoga County, MUST have approval of the Executive Director of the Interscholastic Athletics Office or their designee, fourteen (14) days prior to the event.
6. Schools may use their Student Funds (Fund 300) for special events not covered by the Interscholastic Athletics Office.
7. COACHES MUST RIDE IN THE BUS OR VAN TO AND FROM ALL ATHLETIC CONTESTS, AND MUST SIGN OFF ON ANY PAPERWORK GIVEN TO THEM AT THE END OF THE SCHEDULED ROUTE.
8. Coaches MUST have emergency contact number with them at all times. NO EXCEPTIONS!
9. Schools should contact the Transportation Office to confirm all requests.
10. Schools canceling any transportation request must contact the Transportation Department (216-838-0962) and the Interscholastic Athletics Office (216-838-0150) no later than 10 am the date of their trip. FAILURE TO ADHERE TO THIS POLICY WILL RESULT IN THE SCHOOL BUDGET ACCOUNT BEING CHARGED FOR THE TRANSPORTATION COSTS.

If you have any questions regarding transportation scheduling, please contact Erica McLain at 216-838-0962. Questions or concerns regarding special transportation approval, may be obtained through the Interscholastic Athletics Office at 216-838-0150.

Transportation Reminders and Housekeeping

1. ALL trips within the City Limits will be scheduled with our school buses.
2. NO TRANSPORTATION REQUEST WILL BE HONORED THAT ARE SUBMITTED ON THE OLD TRANSPORTATION REQUEST PAPERWORK.
3. If you run into an issue or concern with Trip Tracker please contact Erica McLain via email. Then follow behind the email with a telephone call at 216-838-0962.
4. Make sure that you have an accurate head count on Trip Tracker. If you head count increases or decreases, please contact Erica McLain.
5. On game days BEFORE you call the Transportation Department stating your transportation isn't there check ALL sides of the building first.
6. If you have a specific pick up location at your schools or destination that you want the school bus or vendor to be, please put that in the notes section in Trip Tracker.
7. Please have a drop-off list ready when the driver picks up from your school.
8. The vans are equipped to hold 7 people, by law, DO NOT attempt to over-fill the vans. This is both dangerous and against state law. If you attempt to violate this law it will be reported to the Transportation Department for appropriate action. Please note that the vendor will only transport the number of passengers allowed by LAW. LET'S NOT BREAK THE LAW!
9. If all of your transportation doesn't show up together, please call Erica McLain.
10. Please make sure to have someone check the vans for anything that might be left behind and take your trash with you. YOUR SCHOOL IS RESPONSIBLE FOR ALL DAMAGES TO THE VANS!

PLEASE NOTE: Erica McLain is responsible for ALL Field Trip and Athletic Transportation needs. If you're unable to reach Erica McLain, this is the chain of command as it relates to Transportation needs.

1. Erica McLain, Field Trips & Athletic Transportation
2. Ivette Colon, Senior Routing Specialist
3. Tamara Bates-Thomas, Transportation Department Manager
4. Eric Taylor, Executive Director

Circumventing this chain of command is not recommend as it will result in your trip(s) not being scheduled, or not being scheduled correctly, which will result in our scholars not getting where then need to get.

Trip Tracker Input Directions

1. **Click Request a Trip:** Located at the top left hand corner of the screen.
2. **Trip Name:** Give the trip a name (i.e. Football Camp)
3. **Trip Date:** Please click the correct date.
4. **Trip Type:** Please be sure to select the correct drop down menu. (i.e High School Sports)
5. **Activity Type:** Please be sure that this is selected (i.e. Football)
6. **Reason for Trip:** Don't get inventive. If the trip is for Football Camp for John Hay, then type in Football Camp for John Hay Football Team.
7. **Account:** Please be sure to select the correct Athletics account for your school. If there are several location going on the same bus and the pick of location is various pick up locations, there is an Athletics Account on Trip Track that says Athletics-Various Locations, please select that one for various locations.
8. **Requestor:** This is the Athletic Director or a member of the Interscholastic Athletics Department.
9. **Account Notes:** **DO NOT INPUT ANY ADDITIONAL INFORMATION IN THIS SPOT.**
10. **PO Number:** **DO NOT INPUT ANY INFORMATION IN THIS SECTION. If a PO is required Erica McLain will input this information for you.**
11. **Origin:** This is the pick-up location. (i.e. John Hay High School) If you have multiple location pick up, put the first location pick up here. **(CALL ERICA MCLAIN FOR ASSISTANCE WITH THIS!)**
12. **Departure Date:** Please click the correct date.
13. **Departure Time:** Input the time that the bus or vendor should be departing from the Origin. **PLEASE BE SURE THAT YOU PUT A.M. or P.M. CORRECTLY!**
14. **Return Date:** Please click the correct date.
15. **Return Time:** Input the time you want to return to the origin.
16. **One-Way Trip box:** This box is only to be utilized if we're transporting **ONE WAY ONLY!**
17. **Destination:** Please be sure that you input this information. If you do not see your destination please add it. If you're unable to add it please contact Erica McLain.
18. **Arrival:** Please input the correct date and input the time you want to arrive at your destination.
19. **Departure:** Please input the correct date and input the time you want to depart from your destination.
20. **THEN CLICK THE ADD BUTTON OR YOUR TRIP WON'T SUBMIT.**
21. **Number of:** Be sure that you input the adults and students.
22. **Contact Name:** **THIS IS YOU. ALONG WITH A NUMBER WHERE THEY CAN REACH YOU DIRECTLY.** If something occurs on trip out of the norm. We need to be able to reach you.
23. **Notes:** This section is for notes you want to convey to the driver (i.e. PLEASE PARK IN LARGE PARKING LOT OFF CARNEGIE. USE SCHOOL OF THE ARTS DRIVE WAY AND PARK ALONG LANE CLOSEST TO FIELD BETWEEN THE SCHOOLS.)
24. **Then Click Submit**

Please note: If you need assistance or you're having trouble inputting a trip please contact Erica McLain in the Transportation Department.

Principal's Responsibility

1. Principals must approve only school related field trips in Trip Tracker.
2. It is the responsibility of the principal to inform students of the rules and regulations governing proper conduct and behavior expected of them while entering, riding and departing from the school buses.
3. All groups participating in school special use service must be accompanied by certified school personnel who will ride the vehicle.
4. Permission slips must be used.
5. All fees (admission, parking, toll, etc.) must be provided by the staff person (s) accompanying the group, not the bus driver or vendor.
6. To alter a Trip Tracker request the PRINCIPAL should communicate to Erica McLain in the Transportation Department in memo form of any changes 5 days in advance of the date of the trip.
7. To cancel or correct a Trip Tracker request the PRINCIPAL should contact Erica McLain in the Transportation Department in memo form, or via email of any changes 2 days in advance of the desired cancellation.

Transportation's Responsibility

- Determine availability of buses.
 - Assign vehicles, if available.
 - Notify Transportation Operations
 - Notify Transportation Coordinator, Principal or Principal's designee.
 - Notify Safety & Security
 - Prepare and submit invoices for payment.
-

TRANSPORTATION DROP-OFF

- Please hand this form to your bus/van driver upon being picked up.

The _____ School requests your van/bus to make the following drop-offs.

1. _____

2. _____

3. _____

4. _____

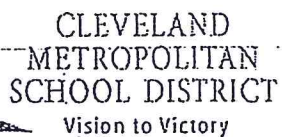
Date of contest _____

Athletic Director Signature _____

Coaches' Signature _____

Principal Signature _____

Keep a copy of the Drop-off points on file for your transportation records



RE: Transportation Concerns

[illegible]

Phone Number