

## Field Trips

The Transportation Department utilizes the TripTracker system for all field trips. Each trip can be entered by their **campus secretary** or **department** but must be approved and given a budget code prior to entering the trip. [Tyler's Versatrans Trip Tracker](#)

### Guidelines for Field Trips:

- **Field trips must be requested 14 days in advance.**
- Cost for Field Trips is \$43 per hour per vehicle.
- There will be a one-hour cost for bus travel time to and from school & transportation center added to each trip.
- Contact name and front office number are needed when completing a trip request; specifically, the name and phone number of the person who will be on-site during the field trip.

### The Current Field Trip Guidelines Are:

- Field trips are to be scheduled between the hours of 9:00 a.m. – 2:00 p.m. (buses will arrive at your school at 9:00 a.m. and must be back at your school by 2:00 p.m.). Field trips cannot begin earlier or end later due to many of the drivers having regular bus routes to run.
- Afternoon pick-up time is 5 p.m.
- These guidelines are found in TripTracker (field trip software) when scheduling a field trip.

### Drop and Return:

Campuses and departments can no longer request Drop/Return type field trips. The Transportation Center will determine if a field trip is eligible for drop and return and will invoice the trip accordingly.

### FIELD TRIP CANCELLATIONS:

Cancellation Fee - Trips canceled while the driver is on the way will be charged for two hours.

**For TripTracker assistance, billing, order locations, trip vehicle types, or general questions regarding field trips, etc., please email [vhinguanzo@irvingisd.net](mailto:vhinguanzo@irvingisd.net)**