



Athletics & Excursions

Board Policy EEFA states: "...Buses shall be used first for transportation of students to and from school and other regular education programs and shall be made available for special trips only after all regular transportation commitments have been fulfilled."

Multi-Function School Activity Bus (MFSAB or White Bus):

Multi-Function School Activity Buses are available to accommodate smaller athletic teams or excursions with a capacity of 15 passengers. (14 riders, one driver) Capacity of these buses is to be strictly enforced. Never transport more than the bus capacity of 14 passengers and one driver. MFSABs are scheduled on a first-come, first-serve basis through Trip Tracker.

MFSAB Drivers

The school or program provides the driver for these vehicles, and the driver must be certified to drive the vehicle. Training for MFSAB drivers can be found by visiting the Training and Safety tab under "Information for Schools and Departments" at transportation.dpsk12.org.

Who to Contact:

Schools with questions about Athletics and Excursions can email Athletics_Excursions@dpsk12.org.

Guidelines:

- All ATHLETICS events must be scheduled between 9:15 a.m. and 3 p. m. or after 4:30 p.m.
- All EXCURSIONS must be scheduled between 9:15 a.m. and 1:30 p.m., or after 4:30 p.m.
- Weekend athletics and excursions cannot depart before 6 a.m. and must return by 8 p.m. for trips within the District; and 6 p.m. for trips outside of the District. Any trip that has a return time outside of 8 p.m. (within District)/6 p.m. (outside of District) will be picked up for their return trip by a Charter Carrier.
- Late requests made after the date is closed in Triptracker will incur a \$100 fee per bus if resources are available. If a trip needs to be canceled, please email athletics_excursions@dpsk12.org immediately (click here for more information). Changes to excursions must be made 48 hours prior to the date of departure. Changes made within the 48-hour period will incur a \$50 fee per bus.
- WARNING: Each trip request is for one calendar day of support. If you have a trip that has a return on a different day, you must enter a separate trip request for each calendar day. For example: If you want to schedule a trip to the University of Northern Colorado on a Thursday with a return on the following Sunday, then these would be considered two separate requests. If you embed the Sunday trip request in the Thursday requirement, we will deny the Thursday trip request.

Cancellation Guidelines:

Event cancellations and changes must be made by emailing the Athletics and Excursions Supervisor at athletics_excursions@dpsk12.org with the Subject Line "School Name-Cancellation." Cancellations not received in the transportation office prior to 12 p.m. the day before the scheduled event, will incur a \$177 charge per bus for athletics and a \$232 charge per bus for excursions. Weather-related and emergency cancellations are excluded.

Same-day cancellations due to weather or emergency must be communicated via email (athletics_excursions@dpsk12.org) to Transportation Services by 7:30 a.m. for excursion trips and by 10 a.m. for athletic trips. If a weather

cancellation occurs after the times mentioned previously, Transportation Services must also be notified by telephone as soon as possible to avoid a late cancellation penalty. (See the Cancellation contact information section below for phone information)

Cancellations for trips planned on Saturdays must be made by 12 p.m. on the Friday prior to the trip. For trips that were not cancelled on Friday, please notify Terminal Dispatch by 6 a.m. by calling (720) 423-4624. (After the prompt, dial 1.)

Make-Up Event Request Guidelines:

Make-up events are to be scheduled through Trip Tracker using the normal procedure, unless the make-up game is within 10 student contact days of the original event. If the make-up game is within 10 student contact days of the original event, then the Athletics Coordinator should be notified of the event by email as soon as the details of the make-up game are known with the subject line "School Name-Rescheduled Game."

Approval/Denial Process:

Transportation Services will provide approval or denial notification within 72 hours of trip submission request for all events not bound by the schedule (i.e. events other than regular season games).

Regardless of event type, all transportation requests must satisfy the following guidelines:

- During the regular school week, all EXCURSIONS must be scheduled between 9:15 a.m. and 1:30 p.m., or after 4:30 p.m. All ATHLETICS events must be scheduled between 9:15 a.m. and 3 p. m. or after 4:30 p.m.
- During the regular school week, Transportation will limit its athletic and excursion bus support to the Denver Metro area using E/C470 loop as a soft outer boundary. If the destination is reasonably close to the boundary and you are unsure whether this rule applies, then you should enter a request in Triptracker.
- For weekend trips, Transportation will approve times and trips outside the softer outer boundary unless specific requirements cannot be met using DPS buses or drivers.
- WARNING: Each trip request is for one calendar day of support. If you have a trip that has a

Did you know?:

The athletics and excursions team supports schools with transportation requests to athletic events and special excursion functions including Balarat Outdoor Environmental Center: approved Mountain trips such as Red Rocks and Dinosaur Ridge; and more.



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return on a different day, you must enter a separate trip request for each calendar day. For example: If you want to schedule a trip to the University of Northern Colorado on a Thursday with a return on the following Sunday, then these would be considered two separate requests. If you embed the Sunday trip request in the Thursday requirement, we will deny the Thursday trip request.

- Trips must be entered into TripTracker at least 10 student contact days prior to trip date.

For ATHLETIC requests:

- If a trip is denied for a Charter School, the Charter School must request its trip through either of the three Charter Carriers listed on the Charter Carriers tab. A copy of the denial email must be presented to the Charter Carrier.
- If a trip is denied for any other DPS School, DPS Transportation Services will request the trip through the Charter Carriers.

For EXCURSION requests:

- If a trip is denied, all schools will receive a denial notice with Charter Carrier information included. The School is then responsible for requesting Charter Carrier service and will need to present the denial notice upon booking.

TripTracker Request Procedures:

All Athletic Directors, coaches and school staff that require yellow bus support should be familiar with Triptracker software. Standard athletic trips, excursions and MFSAB rentals are to be requested through the new Triptracker software. Standard athletic trips include all regular season games, scrimmages, or practices requiring transportation support. In order for a DPS school employee to get access to Triptracker, the school's principal must request access through the athletics_excursions@dpsk12.org email address. Then, a reply email will be sent to both the principal and the employee(s) containing the link to access Moodle training.

Instructions for Moodle Training Access:

- Log in to website with your DPS ID and password when prompted.
- Once logged in, enter the enrollment key "trip" in order to access the training.
- After training is completed, download your certificate of completion.
- Your name will be added to the system access roster and you can log in to Trip Tracker.

Invoicing & Reports:

Schools and departments looking to see their invoices from athletic and excursion events, can log into Trip Tracker using the tips below. Keep in mind, billing does not take place until the 15th of the following month. You cannot run a report until the following month. Recommendation would be to wait until the 25th of every month.

Trip Tracker Invoice Tips

- Log into Trip Tracker
- Hover your mouse over REPORTS (located top right), hover your mouse over ACCOUNTING

REPORTS, go down to INVOICE, and click INVOICE – WITH ADDRESS.

- Under FIELD NAME select REQUESTER, under OPERATOR select IS EQUAL TO, under VALUE click the grey box with three dots and scroll down to select your name (example: DELUNA, REBECCA). Click OK and then click ADD and then click PREVIEW.

Trip Tracker Reports

- Log into Trip Tracker
- At the main page top right hover your mouse over Trips, then click Search Trips.
- You will then see Basic Search and Advanced Search. Click Advanced Search.
- Click the arrow under Field name: Select Requester Name, under Operator select is equal to and for Value click the little box with 3dots and select your name (for example De Luna, Rebecca). Then click OK at the bottom, then click add to query and then click search.
- You will then click Print Search Results.



Athletic Bus Cost:

- In District Monday-Saturday: \$177 per bus, per trip flat rate; a \$24.78 per hour fee will be charged to customer if customer delays the trip.
- Outside of District Monday-Saturday: \$177 per bus + \$7.35 per mile after the first 10 miles outside of the Denver Boundary; a \$24.78 per hour fee will be charged to customer if customer delays the trip.
- Sunday: \$277; a \$24.78 per hour fee will be charged to customer if customer delays the trip.
- If a para-professional is required an additional charge of \$18.78 per hour will be added to the trip.
- Cancellation Fee: \$177 per bus. (see Guidelines for more information)

Excursion Bus Cost:

- In District Monday-Saturday: \$232 per bus, per trip flat rate ; a \$24.78 per hour fee will be charged to customer if customer delays the trip.
 - Out-of-District Monday-Saturday: \$232 per bus + \$7.35 per mile after the first 10 miles outside the Denver boundary; a \$24.78 per hour fee will be charged to customer if customer delays the trip.
 - Sunday: Service is only available in special circumstances. Please email athletics_excursions@dpsk12.org if Sunday service is needed. Please keep in mind that an additional \$100 will be charged for any Sunday service in order to pay for a supervisor on duty.
- If a para-professional is required, an additional charge of \$18.78 per hour will be added to the trip. Cancellation fee: \$232 per bus. (See the Guidelines page for more information.)



Athletics & Excursions Website:

More information on Athletics & Excursions, including Charter Carriers, Closed Dates and Trip Tracker Invoices, can be found on The Commons at thecommons.dpsk12.org/transportation.