

BUS HIVE SCHOOL FIELD TRIP REQUEST PROCESS

STEP 1: Requester Process/CPS Staff

1. School Office Personnel/Athletic Director/District Leader need to **email** one of the approved bus vendor for field trip quotes:
 - a. First Student - Stephanie Rowe @ cpscharter@firstgroup.com (513) 557-0521
 - b. UTS – Dee Atkins @ dee.atkins@uts-ohio.com (513) 623-7737
 - c. Petermann - Kimberly Scott @ kscott@petermannbus.com (513) 531-8384 or Denise Hunley @ bhunley@petermannbus.com
 - d. Kemper - Miko Eminyan @ dispatch@kempershuttle.com (513)-981-1111

* See complete list of [approved Vendors](#)

2. The field trip request must be submitted **14 days** in advance to the actual field trip date

Failure to request the trip within the 14 days, approval to proceed will have to be obtained from the Principal and the Field Trip Administrator, Wendy Popejoy@ 30332

STEP 2: Requester Process/CPS Staff

1. The School Administrator/District Administrator approves the quote and signs the appropriate [field trip forms](#)
 - a. School Office Personnel/Athletic Director/District Leader enters requisition into BusinessPlus for PO number (Attach the quote and the signed Field Trip Request forms to the requisition)
 - b. Once PO number is assigned, the Vendor, the Requester & transfieldrips@cpsboe.k12.oh.us will receive a copy of the PO from BusinessPlus
 - c. Once the trip is complete, enter a receiver in BusinessPlus and complete the [Field Trip Exit Form](#)

If you do not receive trip details from the vendor, contact the vendor directly.

Here is an example of what the quote will look like.



Quote

Trip #: 815
Trip Date: 10-Sep-2021

Adult Count: 10
Child Count: 30
Wheelchair Count: 0

Gamble Montessori Elementary Athletics
2700 Felcity Place
Cincinnati, OH 45211
Contact: Kerrie Peters
Contact Email: peterke@cpsboe.k12.oh.us

Quoted Date: 10-Aug-2021
Total Vehicles: 1
Total Passengers: 40
Sales Person: Stephanie Anderson

72 Passenger		1 x \$240.00 = \$240.00	
Pickup Arrival Time	10-Sep-2021 9:45 AM	Gamble Montessori Elementary	2700 Felcity Place Cincinnati, OH 45211
Depart Pickup	10-Sep-2021 10:00 AM	Gamble Montessori Elementary	2700 Felcity Place Cincinnati, OH 45211
Arrive at Destination	10-Sep-2021 10:22 AM	Newport Aquariumd	1 Aquarium Way Newport, KY 41071-1679
Depart Destination	10-Sep-2021 12:35 PM	Newport Aquariumd	1 Aquarium Way Newport, KY 41071-1679
Return to Origin	10-Sep-2021 1:00 PM	Gamble Montessori Elementary	2700 Felcity Place Cincinnati, OH 45211
Total:			\$240.00

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STEP 3: Vendor Process

- a. Once the vendor is in receipt of the approved PO from CPS BusinessPlus, they have 48 hours to confirm the trip by marking it "Ordered" in BusHive.
- b. Once the status has changed to "Ordered" the vendor will send confirmation to the requestor.
- c. The Vendor should create the driver itinerary one week prior to the trip and send an email to the Requester
- d. Once the trip is completed, the vendor should mark the trip "Completed" in BusHive.
- e. The vendor sends the invoice to the Requester.

** The vendor will communicate with the Requester regarding the field trip.

STEP 4: Requester Process/CPS Staff

- a. Requester receives the invoiced amount in BusinessPlus
- b. Requester then submits the invoice to Accounts Payable for payment.