

# ORDERING BUSES FOR FIELD TRIPS AND ATHLETIC EVENTS

The district provides transportation to and from field trip and athletic destinations [[APS Code: EE](#)].

## • Description

The individual requesting the field trip should fill out a [TRAK](#) request. To request access to the system, e-mail [fieldtrip@aps.k12.co.us](mailto:fieldtrip@aps.k12.co.us).

When requesting buses, keep in mind this general rule of thumb: 66 K-8 students and two adults or 45 students/adults per bus (for general education buses/Denver Metro area). Trips over 100 miles are generally 50 passengers to one bus. Rules may change for students with special needs. Refer to the [Trip Information](#) available on the APSNet or call [Transportation](#) 303-326-1986, ext. 28828.

Sites are charged for field trips according to:

- budget code (entered into TRAK)
- destination (per mile rate)
- hourly rate (per hour charge/per bus, minimum two hour charge)

If your PPA budget will pay for the bus, use an account with a 0851 internal transportation object code. If you are collecting money from the students for the cost of the bus, use a Fund 74 Pupil Activity 0851 expense object code.

Transportation expenses are automatically charged through the Oracle and TRAK systems. Sites will not receive invoices for trip expenses.

Billed field trips will show up on [APS GL Transaction History Download XML \(M367\) reports](#) under the budget codes for which they were entered.

## • Procedure

Enter a field trip into TRAK:

- See the [TRAK Help Sheet](#).