

STEP 5 – Entered by Principal

Once the trip is complete the principal will review trip form with driver trip dates, times and KMs comparing them to the dates, times and destinations previously booked by the school, any discrepancies should be discussed with the staff member at the school that booked the trip. Discrepancies that can not be explained by school staff need to be reported to the Transportation Admin Assistant before the trip is signed off on by the principal.

The screenshot shows a digital form with several sections. On the left, under 'Trip Details To be completed by school.', there are fields for School Year, School, Destination, Details of Activity, Departure Date, Return Date, Number of Passengers, and Trip Supervisor(s). A red callout box points to these fields with the text: 'Information filled in by the school when the trip is booked.' On the right, under 'Bus Driver Expenses: To be completed after trip', there are fields for Unit #, Actual Departure Time, Actual Return Time, and a question about on-duty EA or teacher. A red callout box points to these fields with the text: 'Information filled in by the driver after trip is complete.' Below this, there are sections for Day 1 and Day 2, each with fields for Actual Drive Time, Stand By Time, Breakfast, Lunch, and Supper. A red callout box points to these fields with the text: 'Information verified by the Transportation department for driver payment.'

The school is billed \$0.90 per KM for all out of community trips or a flat rate of \$30.00 for in town trips (less than 35kms) by the principal approving the form they are approving the school to be billed for the KMs.

The screenshot shows the bottom portion of the trip form. It includes fields for Lunch and Supper. Below these is a section titled 'Did you include cleaning time?' with fields for Odometer Start, Odometer End, Total Kms, and Type of Trip. A red callout box points to these fields with the text: 'Information for billing the school.' At the bottom, there are fields for Driver Comments and Bus Driver Signature.

Principal Special Event Information

Driver Comments:

Bus Driver Signature: Read-Only

Principal Signature:

Principal Signature - type first and last name – *click to digitally sign.*
Click *Approve*

Special Event Conveyance forms follow the same path of approval in Applitrack as other forms such as leave requests. Therefore, if a principal book a Special Event the approval is sent to the superintendent. Whenever possible have other staff book trips in Applitrack so the school expenses stay within the school for approval.

Special Event Conveyance forms have replaced the old paper forms drivers would bring to the school to submit to payroll. Failure to sign off on the forms in a timely manner not only delays the accounting process it also delays the forms reaching payroll for driver payment.

Once the principal has signed off to approve the Special Event Conveyance form it is sent back to Transportation to review the driver expenses including hours and meals before being sent to Meadow Lake accounting and payroll departments.