

Student Travel Information

Complete the Student Travel Quote Request form with the trip details. The district travel buyer will research on-line hotel rates and airfares as a ballpark price. If a charter bus is needed, the buyer will receive a quote from bus companies for the estimate. Once the trip has been approved, the buyer will source hotels and airfares for a more accurate price estimate, but the space will not be held until a hotel and/or airline is selected. These prices are an estimate only and subject to change.

The process of obtaining quotes may take several weeks. Submit the Student Travel Quote Request as soon as you know you may be traveling. Requests will be processed in the order they are received. Quote requests received with less than 30 days before departure will be difficult to complete and the travel request may be denied.

You will work with the travel buyer for the trip logistics. The buyer will work with one designated point of contact, usually the teacher overseeing the trip, and the financial secretary. Parents should work directly with the designated school point of contact for any questions.

Mode of Transportation

AIRLINE

If you have 10 or more travelers, a block of seats is a great way to protect the space and price on an airline. Names are typically due 30 days prior and some airlines allow for name changes (fees may apply). You will be required to complete the Passenger Name List form with the full details 5 weeks prior to group travel. You may wonder why you can find a cheaper fare online. It is because you are looking for 1 or 2 seats and not a group block. You frequently see on airline websites "3 seats left at this price". A group block locks in the fare so you're able to confirm the price to students. In most cases, the group fare is cheaper than the online fare closer to the travel date.

If you have less than 10 travelers, an estimate will be given. Airfare is always subject to change until it is booked.

CHARTER BUS

Charter bus companies have various capacities so it's important to be accurate on your total number of people when requesting vehicles and advise if extra storage space will be needed (i.e. band instruments, athletic equipment, etc.). While a vehicle size such as a 54-passenger motor coach is contracted, there are some instances such as a mechanical that a bus company will swap out a vehicle last minute. We do our best to avoid this and do not recommend that you fill a bus to its capacity. Having a few extra seats is always a good idea.

Bus companies either charge by mileage or a flat daily rate, which will be indicated on the proposal. It's important to provide a full detailed itinerary to the district travel buyer in order to receive an accurate estimate. A driver gratuity is expected and important to maintain valued relationships. Driver gratuities will be included in the proposal and will be paid with the invoice so that the company can distribute them fairly among the drivers. We will inform the bus companies to not solicit for gratuities during a trip.

Not all buses come equipped with internet access and additional fees may apply. Should this be required, please indicate this on the Student Travel Quote Request form so the estimate is appropriate.

Schools are required to pay for hotel rooms for drivers when needed. Should a bus arrive into town prior to 12:00 pm, a hotel room secured the night before is required so the driver can rest. Hotels cannot guarantee early check in's.

OTHER TRANSPORTATION

Other options may include using a taxi, Uber, Lyft or public transportation. These options must be discussed with the principal.

PRIVATE VEHICLES

In some cases, the use of private vehicles can be used to transport student on overnight trips. Refer to Administrative Memorandum #58 for limitations. No more than two vehicles may be used. Exceptions must be requested, in writing, and approved by School Accountability Services. Drivers will be required to complete the Utah Risk Management Defensive Driving online training.

RENTAL VEHICLES

For smaller groups, renting a couple of vehicles may be the best cost-effective solution. Similar to transporting students in private vehicles, district approval is needed. Drivers will be required to complete the Utah Risk Management Defensive Driving online training.

SCHOOL BUS

Pending availability, a school bus is the preferred choice for student transportation if the destination is in Utah. Work with the school secretary in order to complete the appropriate paperwork/request to reserve a school bus.

SHUTTLE/GROUND TRANSPORTATION

If your group is flying to your destination, you may need ground transportation. A quote for this service can be obtained by indicating this on the Student Travel Quote Request. Along with an estimate of mileage, the details of the ground transportation requirements must be included on the itinerary.

Overnight Accommodations:

If you have a preferred property you would like included in a proposal, please indicate on the Student Travel Quote Request form. The travel buyer will check with various hotels that fit within the parameters. The estimated room rate during the proposal stage is based on the initial hotel offer and inclusions. When a specific hotel is selected, further negotiations will take place on your behalf to request a lower room rate, comp driver room, comp internet or additional concessions that were not given on the original proposal.

You may wonder if cheaper rates are available on-line or by calling the hotel directly. Possibly, but there are various reasons for this to show it's not an even comparison. 1) An on-line rate is a promotion for a limited number of rooms at the lower rate and not intended for a block of rooms because it would lower a hotels Average Daily Rate. 2) It's possible one rate includes breakfast and one rate does not, or the number of rooms and dates are

different, or when one person checked the hotel was wide open for availability and then next time it was full so the hotel will continually adjust rates accordingly. 3) A front desk person or reservations agent is also showing a limited number of discounted rooms. 4) Different group salesperson and the time of contract signing can play a role at times. A salesperson who hasn't hit their numbers but needs to close a sale by the end of the quarter may become eager to lower the room rate.

There are many factors that go into the room rate. The buyer will do their best to negotiate the best rates and concessions. Should you ever come across a hotel that has offered a lower group rate than what we contracted, please send the buyer the hotel contact name and details so they can follow up with the hotel directly.

Activity Tickets:

In some cases, activity tickets may be purchased by the school secretary. Final ticket counts are due 4 weeks in advance (or as directed by the venue) to allow for plenty of time to process an order, receive the tickets, and deliver the tickets to the school. Some venues allow for a will-call pick-up as well. Should you provide a final count less than 30 days out we will do our best to secure the tickets.

Trip Payment:

When possible, a district P-card will be used to pay for most arrangements such as overnight accommodations, airline tickets, ground transportation and group activity tickets. If a P-card cannot be used for payment, the district travel buyer will issue a PO or check for payment.

Student Travel Itinerary:

The Student Travel Itinerary Quote will include the details of the trip. The teacher overseeing the trip will approve the itinerary in advance. The financial secretary and principal will also receive a copy. This quote will be used to complete the Application for Overnight Student Travel. Once the trip has been approved by the Assistant Superintendent, the district travel buyer will be notified, and final arrangements will be made. The teacher overseeing the trip will receive the Final Student Travel Itinerary. Carefully review this document and immediately advise the travel buyer of any changes. Any changes must be submitted, in writing, to the travel buyer and approved by the principal before proceeding with the trip.

Should you need any emergency on site changes, refer to the What If document provided with the Final Student Travel Itinerary. If possible, the teacher overseeing the trip will work with the vendor to coordinate. If there is an increased cost or risk, the district travel buyer must be contacted prior to changing any arrangements. In all cases, if the vendor is not available, contact the district travel buyer.