



Dr. Shun Williams
Superintendent

3 Step Field Trip Process

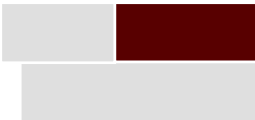
- Secure Bus Driver (At Least 6 Weeks Prior) A driver should be secured prior to scheduling your trip
- Submit Field Trip request through Trip Direct (At least 6 Weeks Prior)
- After the request has been made through the Trip Direct platform and has been approved, the individual responsible for requesting the field trip will receive an email from the Transportation Department with the **Field Trip Cost Calculation Form**.

This form will streamline the computation of the total costs linked to their field trip. This form calculates the driver's payment and fuel mileage. The driver's payment is contingent upon the submission of this form.

Additionally, it is important to note that this form can be obtained from the district's website. Completion of this form prior to you scheduling your field trip will allow you to gain a full understanding of the total costs related to your trip.

Also please note that in adherence to operational guidelines, drivers cannot leave the district before 8:30 AM and they should be back in the district by 2:00 PM to allow sufficient time for the necessary preparations for their daily pickups.

Charter Bus services may be used for field trips that extend beyond 2:00 PM. A list of charter services is listed on the district's website under Transportation.



417 Parkwood Street | Midfield, AL 35228 | Phone 205-923-2262 | Fax 205-929-0585
www.midfield.k12.al.us