

NEED A BUS?

1. When a bus from First Student is needed to transport students or staff, a Purchase Order (PO) MUST be obtained regardless of who is paying for the trip.

2. Use Vendor #002297 for First Student on the PO.

3. Select the First Student email address from the dropdown box.

4. Estimate the cost of the trip using the following 2020-21 rates (or refer to the 2020-21 Estimated Trip Cost spreadsheet):
 - a. Minimum charge \$59.13 (in town; up to 2 hours time)
 - b. Per Mile charge \$ 1.47
 - c. Per Hour charge \$17.70

5. Enter the following documentation on the PO:
 - a. Date of Trip
 - b. Purpose or Group being transported
 - c. Destination or School being played
 - d. Notation if reimbursement is expected

Examples:

9/9/20, Orchestra to Miller Center
Minimum \$59.13 charge

or

10/3/20 Boys Soccer, Rolla
Est. 135 miles at \$1.47 = \$198.45
Est. 4.5 hours at \$17.70 = \$79.65

or

11/15/20, 4th grade, Runge
PTO to reimburse
Minimum \$59.13 charge

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6. All First Student POs must use an appropriate Transportation code:

010-2551-6342-(location)-(project)-(source)-(building)-(JCID) for budget accounts
061-2551-6342-(location)-(project)-1-(building)-(000) for activity accounts

 7. First Student requests a **ten-day notice** on all trips.

 8. Coaches are **required** to obtain POs **prior to or at the beginning** of the season for all in-town or out-of-town games/matches/meets that require a bus.