



Field Trip Transportation Services Request - 2024-25 SY

Process workflow - Easy guide

Requesting a Free Zum School Bus (PK-5) or a Paid Zum School Bus (PK-12) within a 25 mile radius of the city of San Francisco.

1. The requester logs on to the [field trip portal](#) (Caspio) and submits a request
2. The administrator receives an email with trip information and button to approve, deny, or review
3. If the Administrator approves, the Transportation Department receives the request
4. Transportation Department approves or denies the trip based on availability
5. The teacher receives approval/denial notification
6. (for Paid buses ONLY) Zum Transportation will send the school site or sponsoring institution the trip invoice. School site / sponsoring institution will render payment directly to Zum.

Free Zum Bus

- Only available for PK-5 classes (including these Special Events: Ballet @ War Memorial Opera House / Davies Symphony / ODC The Velveteen Rabbit at Yerba Buena Center / The First Tee: Harding Park Golf Course / Mariachi @ Mission HS / 5K P.E. Program @ Golden Gate Park / Youth Arts Festival @ Asian Art Museum)
- Only available for trips within a 25-mile radius of San Francisco, during school days (no weekends or Holidays)
- Only available on certain dates (see [Black Out calendar](#))
- Pick up time at your school **must be** between 9:45 - 9:55 am (with some flexibility depending on availability)
- Return trip to your school **must start** at 12:45 or sooner (students will be picked up at field trip location no later than 12:45 PM sharp)
- **Plan ahead for bad weather**. The buses will not be able to pick up the students earlier due to inclement weather.
- Free trip requests must be submitted and approved by the school principal (or admin) at least **2 weeks prior to the date of the trip**

Paid Zum Bus

- Only available for PK-12 for trips within a 25-mile radius of San Francisco
- Only available on certain weekdays (see [Black Out calendar](#)) and weekends
- During weekdays, pick up time at your school **must be** between 9:45 - 9:55 am



- During weekdays, return trip to your school **must start** at 12:45 pm or sooner (students will be picked up at field trip location no later than 12:45 pm sharp)
- **Plan ahead for bad weather**. The buses will not be able to pick up the students earlier due to inclement weather.
- Requests must be submitted and approved by the school principal (or admin) **at least 2 weeks prior to the date of the trip**
- Paid by the school or by the following organizations: Botanical Garden / Department of the Environment / Junior Reserve Officers' Training Corps / MOMA/ National Parks Conservancy / Rock Fund Program / San Francisco Zoo / The Maritime Museum / The Presidio Trust / Treasure Island Sailing Center / YMCA

Charter Bus Procedures

- Available for PK-12 for any trip, without geographic or time/date constraints (based on charter vendor availability)
- Paid by the school or sponsoring person/entity providing for the cost of the trip with a SPAB Provider vendor (Charter bus)

Requesting a Paid Charter Bus (PK-12)

1. The Teacher consults the [pre-approved list of SPAB providers \(Charter bus\)](#), and contacts vendors requesting availability and estimated cost for the trip.
2. The teacher logs on to the [field trip requester portal](#) (Caspio) and submits a request, including billing information and estimated cost given by the chosen SPAB provider.
3. The administrator receives an email with trip information (that includes the estimated cost and potentially available charter vendor) and button to review (or reviews within the [field trip approver portal](#))
4. Once the administrator approves or denies, the Teacher receives an email with approval/denial and proceeds to contact the charter vendor and **confirms** the reservation

NOTE: *SFUSD Transportation Department does not make Charter bus reservations or arrangements, and will not review field trip requests using this transportation option, so do not wait for transportation approval. Billing/payments are coordinated directly between the school site (or sponsoring institution) and the Charter bus company of their choosing.*

5. Selected Charter provider will send the school site or sponsoring institution the trip invoice. School site will render payment directly to the Charter vendor.