



### **Following is the process to use when scheduling a field trip:**

- Submit your transportation request on line at [https://creator.zoho.com/csdgroup/transportation/form-perma/Transportation\\_Request/](https://creator.zoho.com/csdgroup/transportation/form-perma/Transportation_Request/)
  - The link is available on the Children Services website under Safe Environments/Resources/Transportation
  - Make sure you complete all areas of the form
  - Once your trip has been approved you will receive an e-mail confirmation and the name of the transportation provider
  - The bus company will also call to confirm your trip 24 – 48 hours prior to your trip departure
  - Field trips must be schedule five days in advance in order to secure the requested date
  - You may send more than one trip request however you must use a form for each request
  - When scheduling only an evacuation drill, use the transportation request form.
  - The same process and time frame applies as the field trip request
  - Before departing on your trip complete the Transportation Checklist and Trip Verification form and send electronically to [earline.alexander@cityofchicago.org](mailto:earline.alexander@cityofchicago.org)
  - If you are unable to send electronically, fax it to 312-743-0400.
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### **Evacuation Drills:**

- Three evacuation drills must be taken per program year
  - The first drill will occur within the first thirty days of the program along with pedestrian safety training
  - The Evacuation Certification form should be sent electronically immediately after the drill to [earline.alexander@cityofchicago.org](mailto:earline.alexander@cityofchicago.org)
  - If you are unable to send it electronically, fax it to 312-743-0400
  - Your agency will be notified when you reach the required three drills
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## **Trip Cancellations:**

- Cancellations must occur three days prior to the date of the trip.
  - Cancellations must be submitted on line at [https://creator.zoho.com/csdgroup/transportation/form-perma/Trip\\_Cancellation\\_Notice1/](https://creator.zoho.com/csdgroup/transportation/form-perma/Trip_Cancellation_Notice1/)
  - Agencies may be responsible transportation charges if your cancellation is not received in the specified timeframe.
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Transportation forms and additional transportation resources are located on the Children Services website in the Safe Environments section under transportation.

Please do not call and attempt to schedule a field trip, evacuation drill or cancel a trip with any of the transportation companies. All field trips, evacuation drills and cancellations are scheduled and approved by DFSS Children Services Division.

If you have any questions, please contact Earline Alexander at [earline.alexander@cityofchicago.org](mailto:earline.alexander@cityofchicago.org)