

## Student Transportation

### Procedure for arranging District bussing:

- School submits trip request to transportation department
- Transportation department schedules and confirms
- Trip occurs
- Driver completes form and submits to transportation department
- Month end: transportation department generates a report, assigns transportation expense to each school/department, submits journal entry to finance department

### GL accounts

#### Revenue

- District School Bussing Fees: 64501-0

#### Expenses

GL Account	Requester	Contact (who will receive inquiries & billing info)
1-02-34401-XX	Individual School	Secretary (Clerical 1 at schools with more than one clerical)
1-02-34584-101	Superintendent (FLE ProD)	Executive Assistant to the Superintendent
1-62-34402-0	International Program	International Program Coordinator
4-11-34100-104	Innovative Learning Services	Secretary to Innovative Learning Services
1-02-34401-0	District Travel (not specified)	Manager of Finance (to allocate expense)