

Using the OPT Field Trip Application

Review Field Trip Guidelines

Information on the OPT web site for information on:

- When Field Trips are available
- Dates Field Trips are not provided
- One-Way Trips—Yellow Bus Service to destination only; no return trip
- Links to FAMIS and information on chartering Coach or Yellow buses

Charter a Coach Bus or Yellow Bus

If your trip is outside the regular parameters (Outside NYC, returning after 1:30, weekend trips, etc) you may consider chartering either a Coach Bus or contact a DOE-approved yellow bus vendor to arrange travel.

1. Charter Coach Bus using FAMIS
2. Use list of approved vendors to charter yellow school buses for trips

MTA Travel Certificates

Certificates for use Monday through Friday, 9am to 3 pm on MTA Subway only

Request Travel Certificates through the OPT MetroCard team

Via email

Include school name, OPT code, and contact information mrock@schools.nyc.gov

Via Telephone

Call 718 392-8855: request extension 5999 and leave voicemail message

Weekend/Evening Certificates

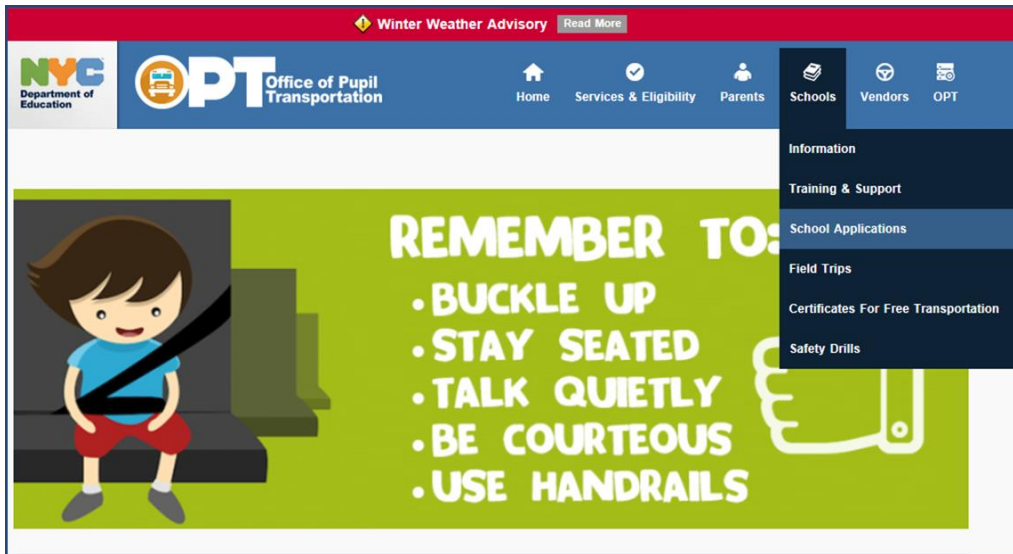
Contact NYC Department of Youth and Community Development

<http://www1.nyc.gov/site/dycd/involved/funding-and-support/transportation-program.page>

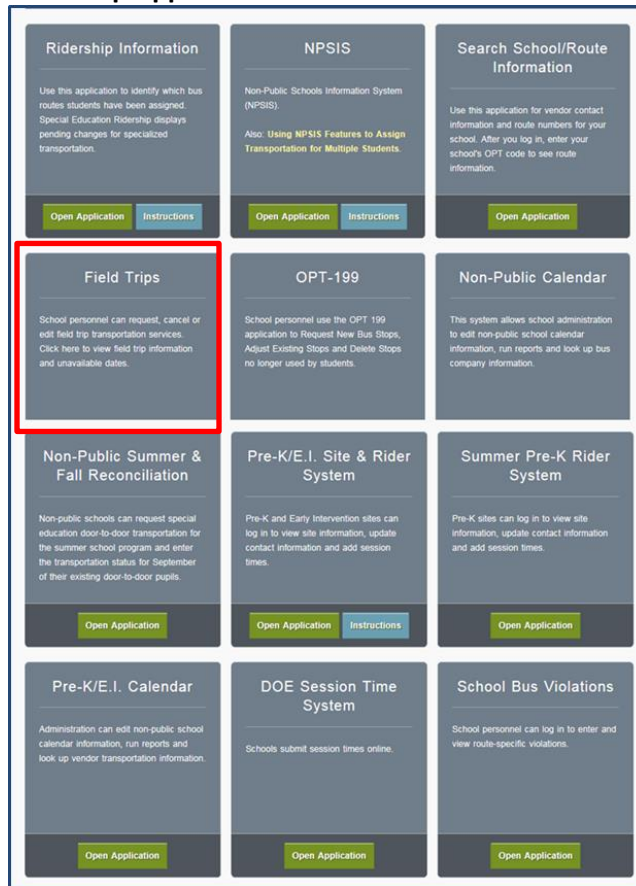
1-800-246-4646

Steps to Request a Field Trip

- 1. Access the application**
 From OPT web site: **Schools > School Applications**

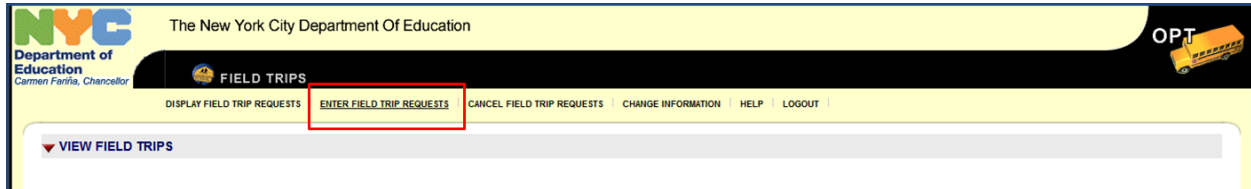


Click the link to open the Field Trip Application



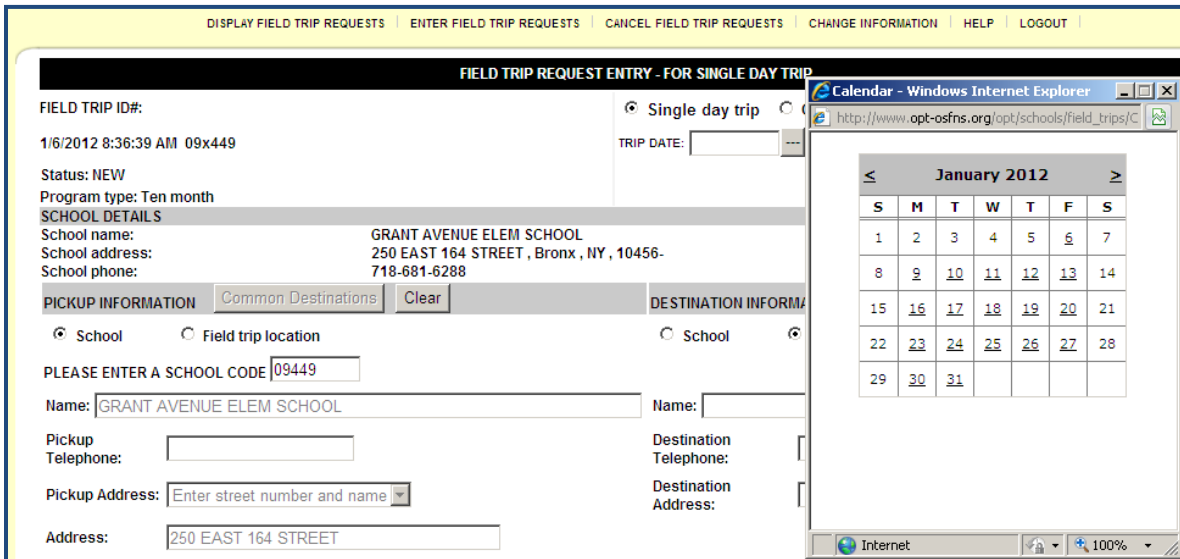
You will be directed to the log in screen

1. Log in using school's shared OPT username and password
2. Click Enter Field Trip requests



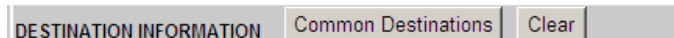
2. Select a Date

Use the calendar to select the date of your trip



3. Select a Location

Within NYC, you can browse existing destinations or select a new destination



1. Select Common Destinations, and then select Borough
2. Scroll through list to select location
3. Click Process Trip to continue:



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Common Destinations

[Return to Main Page](#)

Select Borough:

	Destination	Address	City	State	Borough	Zip
Process Trip	AGE IN ACTION	FLUSHING MEADOW	QUEENS	NY	Queens	11368
Process Trip	Bowne House	37-01 BOWNE STREET	Queens	NY	Queens	11354
Process Trip	Voelker Orth Museum	149-19 38th Ave	Flushing	NY	Queens	11354
Process Trip	STOP & SHOP (NORTHERN)	249-26 NORTHERN BLVD	QUEENS	NY	Queens	11363
Process Trip	ARBY'S	175-14 HORACE HARDING EXPWY	FLUSHING	NY	Queens	11365
Process Trip	Flushing Meadow Park Hall Of Science	47-01 111 STREET	Queens	NY	Queens	11368
Process Trip	JFK International Airport	HANGER 5	Queens	NY	Queens	11430
Process Trip	JIB Lanes	67-19 PARSONS BLVD	Queens	NY	Queens	11368
Process Trip	Kissena Park Nature Center	ROSE AVENUE AND PARSONS BLVD	Queens	NY	Queens	11358
Process Trip	Office Of School Food And Nutrition Center	44-36 VERNON BLVD	Queens	NY	Queens	11101
Process Trip	REGAL ALTAS PARK STADIUM	80-28 COOPER AVENUE	QUEENS	NY	Queens	11385
Process Trip	FLUSHING MEADOWS AQUATIC CENTER	AVEY AVE & 131 Street	QUEENS	NY	Queens	11375
Process Trip	Playground For All Children	111-01 CORONA AVENUE	Queens	NY	Queens	11368

For Destinations not displayed on list

1. Click Drop Down list in Destination Address Field
2. Enter new location by address or intersection

DESTINATION INFORMATION Common Destinations Clear

School Field trip location

Name:

Destination Telephone:

Destination Address:

Cross Street One:

Cross Street Two:

City: State:

Zip: Boro:

DESTINATION INFORMATION Common Destinations Clear

School Field trip location

Name:

Destination Telephone:

Destination Address:

Address:

City: State:

Zip: Boro:

4. Provide Ridership Information

1. Select whether trip will have only GE, only SE, or both
2. Enter number of students and adults—Follow Chancellor’s Regulations regarding the number of chaperones

RIDERSHIP INFORMATION

General education Special education Both

GENERAL ED RIDERSHIP		SPECIAL ED RIDERSHIP	
No. of gen ed pupils:	<input type="text"/>	No. of spec ed pupils:	<input type="text"/>
No. of gen ed adults:	<input type="text"/>	No. of wheelchairs:	<input type="text"/>
		No. of spec ed adults:	<input type="text"/>

1. Select Departure and return time or identify trip as one-way (no return trip)
2. Contact Information—Contact name and Phone Number
3. Add additional Comments



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TIME INFORMATION	TRIP COORDINATOR INFORMATION
Time of departure: 09:30 <i>Note: Departure Time cannot be before 9:30</i>	Classes: [] [] [] []
Return trip: <input checked="" type="radio"/> YES <input type="radio"/> NO	Coordinator: []
Time of return: 01:30 <i>Note: All the buses must be back at school by 1:30</i>	Phone: (718) 681-6288
	Coordinator Email: []
COMMENTS	
[]	

5. Submission and Approval

**Return Time reflects the time the bus must arrive at the school.
Drivers are not responsible for the payments of tolls and parking.

PROCESS FIELD TRIP REQUEST

Print Copy for reference: approved trips have trip ID number and vendor displayed

DETAILS FOR FIELD TRIP ID # 10472675					
RIDERSHIP INFORMATION					
GENERAL ED RIDERSHIP			SPECIAL ED RIDERSHIP		
No. of pupils:	40		No. of pupils:	0	
No. of adults:	10		No. of adults:	0	
			No. of wheelchairs:	0	
RUN ASSIGNMENT INFORMATION					
BUS COMPANY	TELEPHONE	VEHICLE TYPE	ITEM NUMBER	ROUTE NUMBER	
BOBBY'S BUS CO. INC.	718-276-7100	SB	WBX-3C	X2002	
BOBBY'S BUS CO. INC.	718-276-7100	SB	WBX-3C	X2005	
<i>*Return Time reflects the time the bus must arrive at the school. *Drivers are not responsible for the payments of tolls and parking.</i>					
Print					

Three days before trip

Contact Vendor to confirm

Day of the Trip

School must provide directions for driver and tolls if required

Support and Service Issues

Discuss late arrival and other issues with OPT

OPT Customer Service 718 392-8855—Request Field Trip unit

Contact OPT Training staff for assistance in navigating the application

718 482-3797 or 718 482-3897

Changes to Confirmed Field Trips

Number of Students

Up to two weeks prior to trip

Cancel existing trip and request new trip

Within two weeks of trip

Contact OPT: Customer Service: Request Field Trip unit

Location changes accepted up to three days prior to trip—Edit Trip and update location

Shorter timeframe contact OPT: Customer Service: Request Field Trip unit

1. Click Change Information link at the top of the page
2. Enter Trip ID number and Get Field Trip Details button
3. Make changes and click Submit button

Ongoing Trips

Use this feature when you have planned trips at least 3 days each week to the same location

Contact OPT to make changes to individual dates

Viewing Approved Trips

Use Display Field Trip requests

Cancel a Field Trip

Two weeks before—Cancel Trip online

Less than two weeks prior—Contact OPT to cancel

1. Click Cancel Field Trip Requests link at the top of the page
2. Enter Trip ID—Get Trip Details
3. Scroll down and click Cancel Field Trip Request button



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DISPLAY FIELD TRIP REQUESTS | ENTER FIELD TRIP REQUESTS | CANCEL FIELD TRIP REQUESTS | CHANGE INFORMATION | HELP | LOGOUT

CANCEL FIELD TRIP

NOTE: FIELD TRIPS CAN BE CANCELLED 3 DAYS BEFORE THE TRIP START DATE

PLEASE ENTER A FIELD TRIP ID# GET FIELD TRIP DETAILS

RUN ASSIGNMENT INFORMATION

BUS COMPANY	TELEPHONE	VEHICLE TYPE	VEHICLE ITEM NUMBER	ROUTE NUMBER
BOBBY'S BUS CO. INC.	718-276-7100	SB	WBX-3C	X2002
BOBBY'S BUS CO. INC.	718-276-7100	SB	WBX-3C	X2005

CANCEL FIELD TRIP REQUEST