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Carmen Fariña, Chancellor

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
  http://schools.nyc.gov/Offices/Transportation/SchoolResources/FieldTrips/default.htm

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 Certificates

Contact NYC Youth Board

1 800 246-4646

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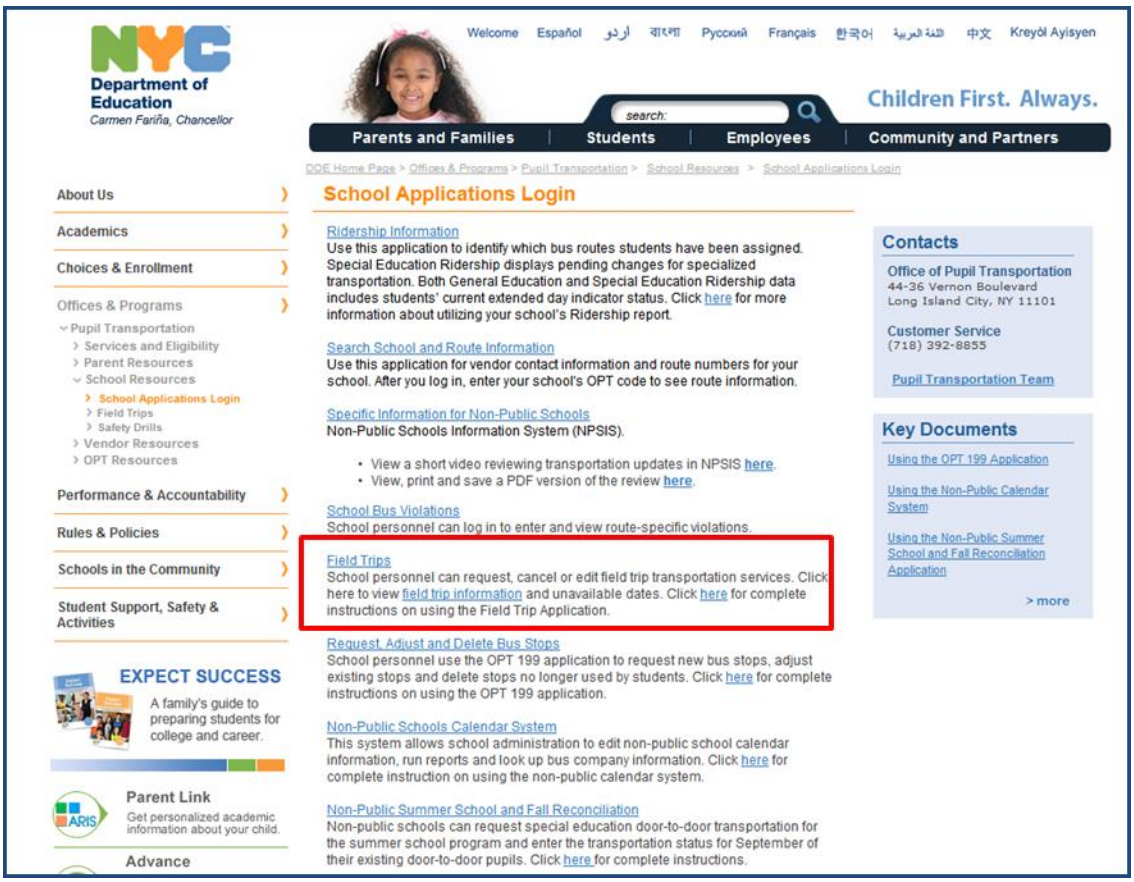
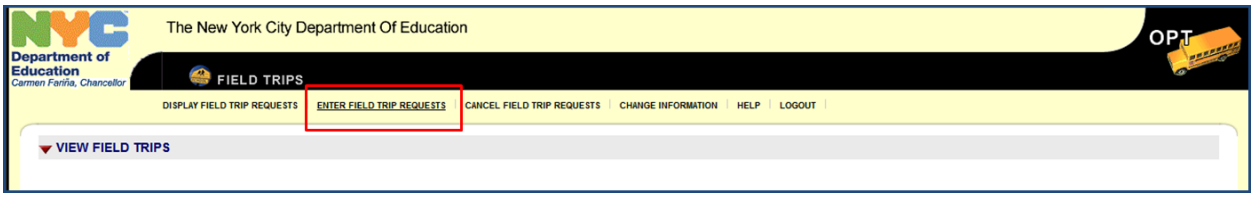
Steps to Request a Field Trip

1. Access the application

From OPT web site: School Resources>School Applications Log in>Field Trips



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



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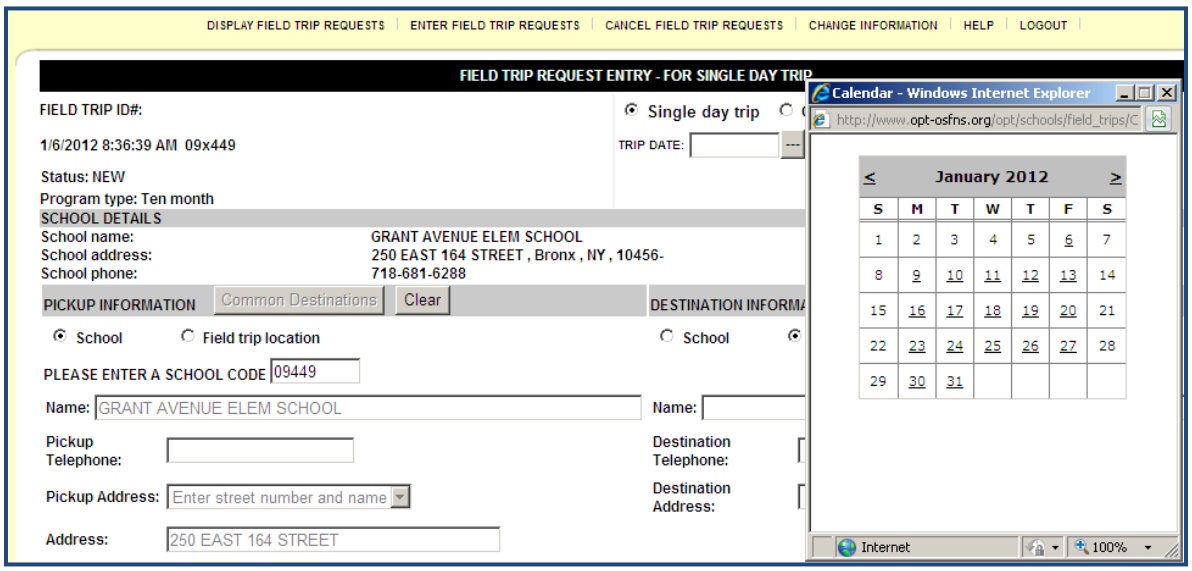
2. Select a Date

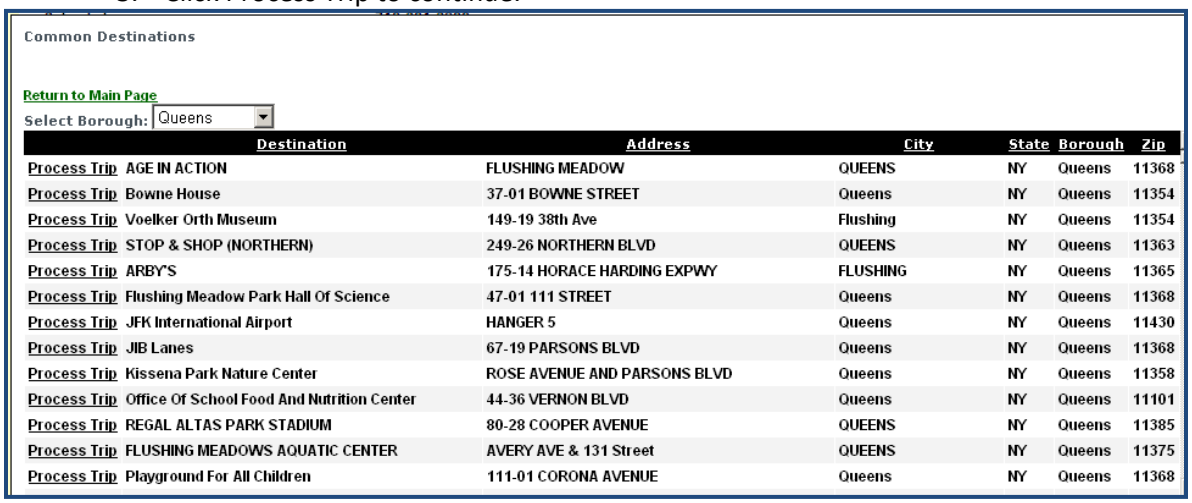
Use the calendar to select the date of your trip



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:



Common Destinations

Return to Main Page

Select Borough: Queens

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	AVERY 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

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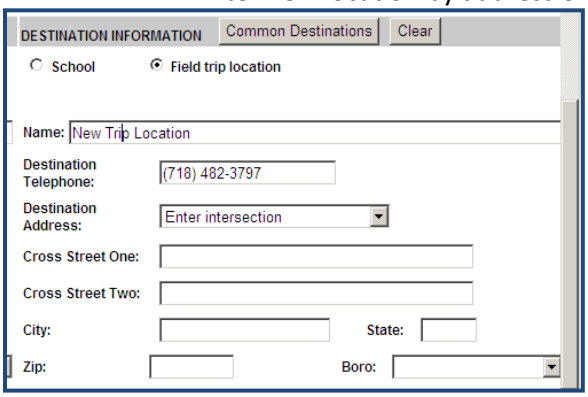
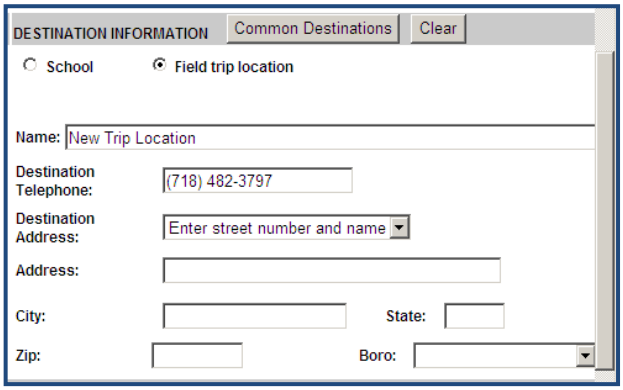
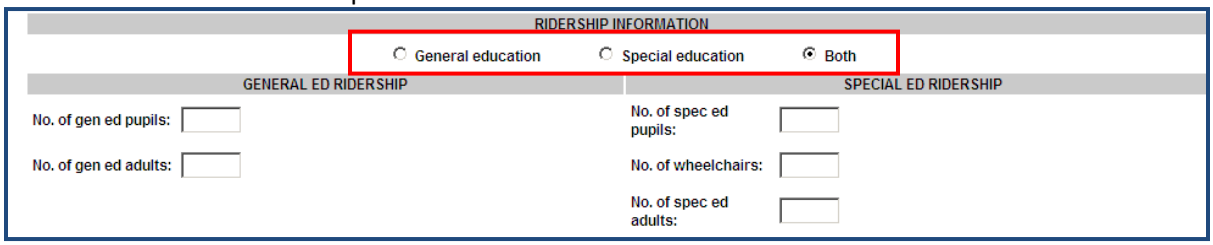
2. Enter new location by address or intersection



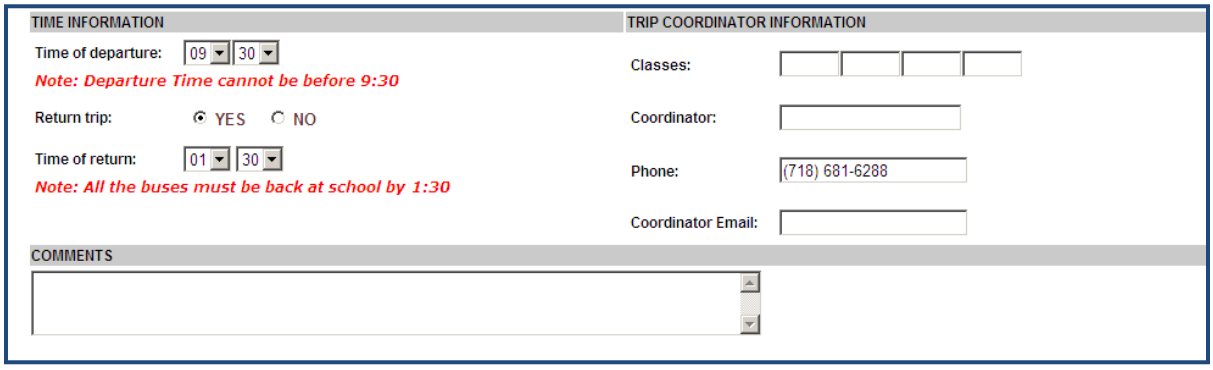


4. Provide Ridership Information

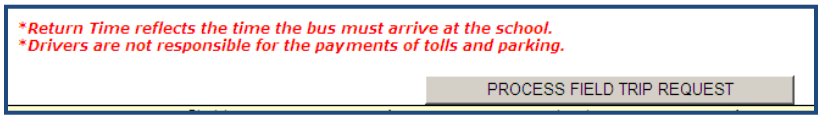
1. Select whether trip will have only GE, only SE, or both
2. Enter number of students and adults—Follow Chancellor's Regulations regarding the number of chaperones



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



5. Submission and Approval



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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

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

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

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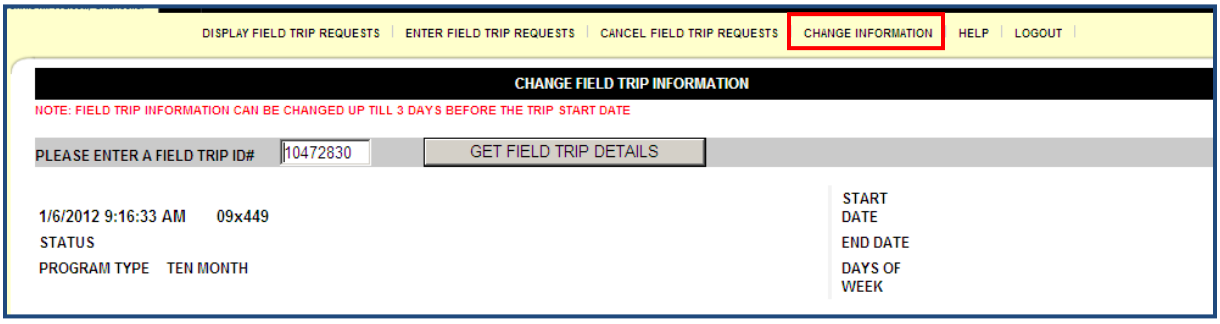
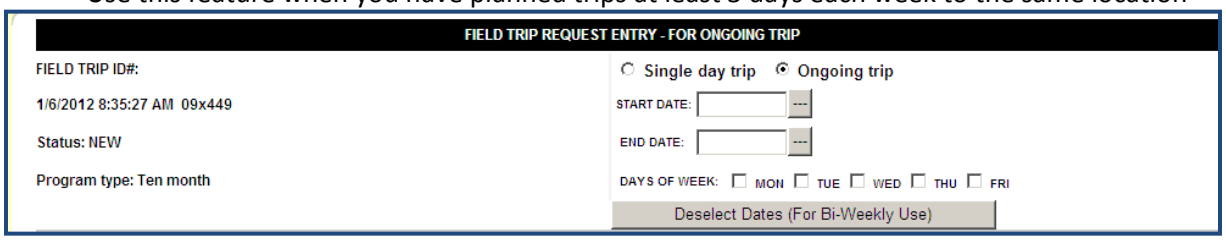


Ongoing Trips

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



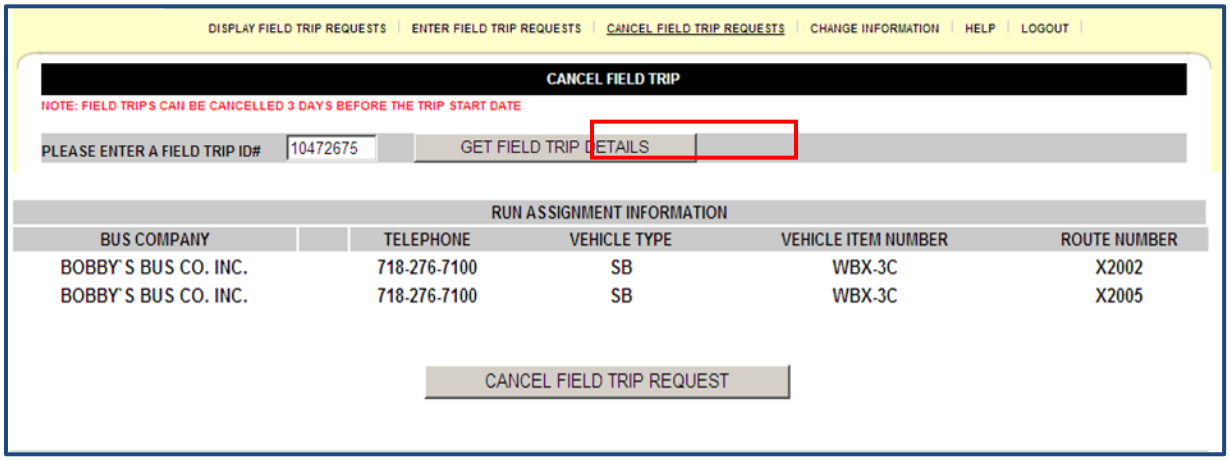
Contact OPT to make changes to individual dates

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