



Texarkana
Independent School District

TRANSPORTATION TRAVEL POLICY AND PROCEDURES

COSTS FOR TISD FLEET VEHICLES-TRAVEL

- Sedan (seats 5)/ Vans (seats 8) will be at a daily rate of \$50.00 with unlimited miles
- SUVs will be at a daily rate of \$100.00 with unlimited miles
- Tutorial Bus \$0.59 per mile with a minimum of 10 miles and a flat rate of \$23.00 for the driver
- Club and Summer School Bus will be \$2.00 per mile with a 10 mile minimum and a flat rate of \$23.00 for the driver
- All other Bus Trips will be \$2.00 per mile with a 10 mile minimum and \$12.00 an hour for the driver with 2 hour minimum charge
- Fuel cards will only be issued when using a district vehicle or rental. Fuel Charges are included in the cost of a district vehicle.

COSTS FOR ENTERPRISE RENTAL VEHICLES-TRAVEL

- Standard Sedan (seats 5) Daily Rate=\$37.00 Unlimited Miles
- Mini-Van (seats 8, limited storage) Daily Rate=\$52.00 Unlimited Miles
- Premium SUV (seats 8) Daily Rate=\$99.00 200 free miles per day
- Fuel Cards will be issued for rental vehicles for pick-up at Central Administration Office. Fuel charges will be invoiced back to the campus on rental vehicles.

REQUESTING A TRIP (FIELD TRIP, ATHLETIC, PROFESSIONAL DEVELOPMENT)

This information is for all Texarkana ISD teachers, coaches and administrators.

- Athletic, Activity and Field Trips are submitted through the TISD Travel System. Please access www.txkisd.net, staff at top of page, click applications and TISD Travel System link. You will be directed to two tabs; click on professional travel or student travel based on your need.
- All requests must be entered and approved at least **TEN (10) school days** prior to the trip.
- Contact Holly Hall-Reed at extension 1935 for transportation questions.