

Vehicle Scheduling Requirements

Vendor Requirements

- 1.0 Quoting: The quote shall be detailed:
 - Name And Contact Phone Number of Person Quoting
 - Date, Time & Location of Pickup
 - Date, Time & Location of Drop-Off
 - Vehicle Type and Passenger Size
 - Flat Rate: includes parking/toll fees or
 - Hourly Rate or
 - Total Miles times Mileage Cost
 - Parking Fees
 - Toll Fees
 - Relief Driver, if applicable.
 - Hotel charges, if applicable.
- 2.0 District Purchase Order is required **before** booking the trip.
- 3.0 May be instances where the District will require a 24 hour booking request.
- 4.0 Confirm booking to School or Department.
- 5.0 Do not overbook transportation.
- 5.0 Ensure transportation arrives on time.
- 6.0 Invoice after scheduled trip is complete.

Pinellas County Schools Requirements

- 1.0 Schedule as soon as possible.
- 2.0 Contact vendor for vehicle availability.
- 3.0 Request quote using quote template, including trip itinerary.
- 4.0 Upon receipt of vendor quote, **AND PRIOR TO DATE OF TRIP**, enter District TERMS requisition for buyer approval.
- 5.0 Forward vendor quote to appropriate buyer.
- 6.0 Purchasing will audit all vendor quotes per vendor bid pricing prior to approval of District requisition.
- 7.0 Purchasing will forward district purchase order to vendor.