

CENTRAL UNIFIED TRANSPORTATION FIELD TRIP PROCEDURE – RATE SCHEDULE

When requesting a **SCHOOL BUS** from the Transportation Department;

Fill out and send a REQUEST FOR TRANSPORTATION form at least 10 business days prior to trip date.

1. Required information needed is:
 - School Site/Department needing transportation
 - Person requesting trip
 - Code for billing purposes
 - Total number of students and chaperones that will be riding the bus (Figure capacity on 78 passengers per bus – 3 per seat)
 - Destination of trip
 - Date and time departing from school
 - Date and time returning to school
 - Number of buses needed
 - Administrator/cost center manager signature

2. Charges are as follows:
 - Shuttles - \$35.00 each way, per bus (from one school to another, within Central Unified) excluding weekends. (Bus does not stay with group)
 - For any trip other than shuttles, \$29.00 per hour / plus \$1.95 per mile, per bus (Weekdays)
 - \$33.00 per hour / plus \$1.95 per mile, per bus (overnight or weekends)
 - Any trip taking over 16 hours, requestor will need to reserve and pay for a room for the driver to stay in. By law a driver needs 8 hours off consecutively in a 24 hour period. (Weekend/holiday multiple bus moves requires each driver to have their own room.)

3. During the regular school day, field trips should be scheduled after 8:30 a.m. and return to school site by 1:45 p.m. On minimum days or parent conference days, trips must return by 12:00 p.m., (it is preferred that trips not be scheduled on these days).

Once we have received the trip request and it is signed by the transportation department, we will return the goldenrod copy to you. This will be your confirmation. If you do not receive it within 3 working days of sending it off, please call our office to insure that we received it. Please **do not** call the office to schedule a bus for a trip; we only accept completed transportation forms as actual trip requests. We need the actual form so we can insure proper scheduling, communication and billing. We try to accommodate all requests. Requests will be filled on a first come, first served basis. Upon completion of the trip you will receive a pink copy with the billing information which has also been copied to accounting.