

Bus Trip Guidelines

When planning a trip, please consider the grade level of the students that will be transported. School buses are able to accommodate the following number of passengers by grade level:

Kinder – 2nd	78 passengers
3rd – 5th	70 passengers
6th – 8th	65 passengers
9th – 12th	56 passengers

Please check the availability of bus transportation before submitting a bus trip request form by calling the Transportation Department at (209) 745-1059 or *e-mail* Transportation at Transportation@galt.k12.ca.us

Please have the following information available:

Departure and Return Date of Trip:

Day of the Week:

School & Group Requesting Trip:

Trip Destination:

Time of Departure: (group must be ready to load 15 minutes prior to departure)

Time of Return:

Number of Students and Adults: *Note any Medical needs*

Any Special Instructions: *(i.e. extra or alternative stops, wheelchair transport, special*

Once the availability of transportation has been established, you will be able to submit the *Bus Trip Request* to your Site/Department administrator for approval.

In cases where district buses are not available, the Transportation Department will be responsible for securing alternative services with outside vendors. You will then be advised of the approximate cost of the trip. *Under no circumstances are these arrangements to be made through other departments or charter companies.*

Please contact the Transportation Department to confirm the trip request has been approved and scheduled.

In order to estimate trip costs using district resources, please use the following rate schedule: *(These rates are effective 7-1-11)*

Mileage Rate:	\$ 2.00 per mile	Additional time
Driver Rate:	\$ 25.00 per hour	(up to 8 hrs) may be charged
Over 8 Hours &		(weekend trips) for travel time to & from
Weekend Driver Rate:	\$ 30.00 per hour	school as well as extra bus cleaning time when needed.

Please Note: District rates do no reflect the rates charged by outside vendors.