



SCHOOL BUS RATES
 Monday – Friday
 \$32.00 per hour \$2.50 per mile
 Weekends & Holidays
 \$40.00 per hour \$2.50 per mile

FIELD TRIPS: Megan ext 51029 / Doretta ext 51035

DATE OF TRANSPORTATION REQUEST _____ REQUESTING SITE/DEPARTMENT _____
 TRIP DATE(S) ____ TO ____ TRIP DAY(S) MON TUE WED THUR FRI SAT SUN
 NAME OF PERSON MAKING REQUEST _____ NAME OF CONTACT PERSON _____
 Contact Phone: _____ Contact Phone: _____
 Cell Phone: _____ Cell Phone: _____
 Email Address: _____ Email Address: _____

REQUESTOR MUST HAVE A CONFIRMATION PRIOR TO TRIP. PLEASE CAREFULLY REVIEW TRANSPORTATION GUIDELINES ON THE BACK OF THIS FORM.

Total Passengers _____ Number of Students _____ Number of Adults _____

SCHOOL BUS Reason for Charter Bus Service: _____
 CHARTER BUS SERVICE

DESTINATION: _____
 ADDRESS: _____
 CITY & ZIP: _____

SEATING CAPACITY		
84	Is Max for Elementary:	3 to a Seat
54	Is Max for JHS and HS:	2 to a Seat
56	is Max for Charter Bus	

SITE LOAD TIME

SITE DEPARTURE TIME

DESTINATION ARRIVAL TIME

RETURN DEPARTURE TIME

SCHOOL ARRIVAL TIME

EVENT TYPE (CHECK ONE)	DESCRIPTION
<input type="checkbox"/> SPORTS (FOOTBALL, SOCCER, ETC.)	_____
<input type="checkbox"/> MUSIC	_____
<input type="checkbox"/> EDUCATIONAL	_____
<input type="checkbox"/> OTHER: NON EDUCATIONAL	_____

Note: If your event time is TBA, YOU MUST CONTACT the Field Trip Coordinator (916) 566-3405 24-hours BEFORE your trip is scheduled to depart with the actual time of departure.

SPECIAL INSTRUCTIONS _____

LUNCH STOP YES NO (If yes, indicate where) _____ DINNER STOP YES NO (If yes, indicate where) _____

PLEASE NOTE: PURSUANT TO TRUSD Administrative Regulation 3350 – DRIVER MEALS MAY BE CHARGED

Estimated Cost: District Buses are not available from 6:00 AM – 9:00 AM and 2:00 PM – 4:30 PM
 M, T, TH, F WEDNESDAY available from 9:00 AM – 12:30 PM or after 3:00 PM

(ESTIMATE MILES FROM / TO TRANSPORTATION YARD)

_____ X \$32 / hr.=	_____ MONDAY-FRIDAY	_____ Miles	X \$2.50 / mile
_____ X \$40 / hr.=	_____ WEEKENDS & HOLIDAYS	_____ Miles	X \$2.50 / mile

Estimated hours (add 1.5 hours for pre-trip & clean up) _____ Estimated round trip miles(attach Google map) _____

Est. one-way Charter Bus = \$ 500.00 Yes
 Est. round trip Charter Bus = \$1,000.00 Yes

TOTAL ESTIMATED COST = _____

SEND BILL TO: _____
 BUDGET CODE: _____

Please assign appropriate budget code for billing purposes. If "non-district" event, please designate person and/or company to be billed, including their address & phone number. Any forms submitted without appropriate billing information will be returned.



TRANSPORTATION GUIDELINES FOR ATHLETIC/FIELD TRIPS

Goal: To ensure that school site requests for transportation needs are met at the most effective cost, while adhering to the district's contract.

1. **AGE REQUIREMENT FOR RENTAL VEHICLE IS 25 YEARS OF AGE OR OLDER.**
2. All requests for buses and rental vehicles for athletic trips and field trips must be submitted to Transportation Services on the **Twin Rivers Unified School District's Activities Transportation Services Request Form AT LEAST 10 DAYS PRIOR** to the scheduled departure date and **AT LEAST FIVE (5) DAYS** prior to the SUV or van scheduled departure date. Trip requests received with less than the 10 days school bus and/or five (5) days SUV/van request are subject to denial.
3. Transportation Services will send a confirmation notice to the school site prior to the scheduled event. If the school does not receive a confirmation notice, they should contact Transportation Services. The confirmation notice is the only receipt the school/site will have to ensure that the transportation request has been approved. Confirmation notices will also be sent when a trip is modified or changed.
4. School sites may **NOT** rent vehicles or charter services directly. All rentals and or charters must be made through Transportation Services.
5. All request forms for buses and rental vehicles **must be complete with appropriate budget codes, approved and signed by the Principal/Administrator AND Budget Services, or the request will be returned to the site creating a delay in service.**
6. Schools are required to provide Transportation Services with a calendar and list of minimum days and scheduled field trips before the start of the school year. Any changes to the schedule of minimum days must be approved by Educational Services. All field trip schedule changes are to be made ten (10) days in advance to Transportation Services. *A confirmation must be received by the requestor to ensure the change could be accommodated.* Late or last minute changes may not be accommodated for field trips and minimum days, especially towards the end of the school year in May and June.
7. Transportation Services will evaluate each request and make the determination regarding the bus/vehicle to be provided based on availability of District drivers, CSEA contract requirements, efficiency of scheduling and cost.
8. Cancellation of a transportation request for a bus or rental vehicle is required to be submitted to Transportation Services one week in advance on the Twin Rivers Unified School District's Trip Request Cancellation Form. Failure to notify Transportation Services within this time will result in the site's budget being charged for the cost incurred. If last minute cancellations are due to severe weather or emergencies and Transportation Services is notified immediately, the site's budget will not be charged.
9. Rental vehicles are required to be returned to 1333 Grand Ave (Police Service's parking lot) on the date scheduled. Failure to return a rental vehicle as scheduled which results in additional costs or incurring unnecessary costs (i.e. personal insurance, high fuel costs from rental agency, etc.) will result in the site's budget being charged. **Note:** The rental company is closed on Sundays and anyone returning a vehicle on a Saturday (after hours) will need to call the Rental Company phone number in their packet leaving a message that the vehicle has been returned with the appropriate information.
10. Fuel purchased for a rental vehicle while away on the school event must be commensurate with the miles required to complete the trip and purchased at a reasonable cost. Reimbursement for the fuel purchased must be submitted on the site's Petty Cash Form upon return.
11. The Transportation Services Fueling Station will be used to fuel rental vehicles upon return. A Transportation Services personnel will fuel the rental vehicles and will bill the appropriate budget code.