

September 5, 1991

ADMINISTRATIVE MEMORANDUM NUMBER TWELVE
BUS RENTAL PROCEDURE FOR FIELD TRIPS

A. LOCAL FIELD TRIPS AND ACTIVITY RUNS

1. Regular bus runs taking students to and from school are to have precedence in the use of available buses over such things as field trips and activity runs. Buses will be available for field trips on school days between the hours of 9:15 a.m. and 1:45 p.m. and after 4:30 p.m. Saturday field trips can be arranged.
2. Principals may schedule buses for local field trips and special activity runs by submitting a "Requisition for Special Transportation" form to the Transportation Department not later than two weeks prior to the date buses will be needed. The Transportation Department will schedule field trips on a first-come, first-served basis.

B. PAYMENT OF FIELD TRIPS

1. All field trips and activity runs will be charged to the school at \$16 per hour with a minimum charge of \$32. This charge represents a district subsidy of from \$5 to \$7 per hour when compared with the actual cost of bus operation.
2. All field trips will be invoiced to the principal or director who signs the "Requisition for Special Transportation" form submitted to the Transportation Department. The form must indicate whether the expense will be paid by a school check or a district budget account number.
3. The transportation budget will not absorb any "free" field trips. All trips will be charged to the instructional budget for the school or department which contracts the bus.
4. All bus invoices must be paid at least 30 days after the date of the trip. Notification will be sent to the school operations office of all schools having unpaid invoices over 30 days old. No further field trips will be granted to those schools having unpaid invoices over 60 days old, until outstanding invoices are paid.
5. No bus invoices, except summer school activities, are to remain unpaid at June 30 of each year.

C. EXTENDED FIELD TRIPS

A "Request for Extended Activity Transportation" form is to be prepared for all bus trips over 100 miles one way from the district bus garage, which include overnight stays. This request must be approved by the deputy superintendent.

1. All extended field trips will be invoiced to the school or department at actual cost based upon the driver's salary, the current rate for fuel, bus rental, and driver's per diem.
2. Bus rental will be charged at 7 1/2 cents per mile.
3. The bus driver's wages will be paid for a minimum of 8 hours and a maximum of 10 hours per day. A per diem rate will be charged in addition if the driver is required to stay overnight.

Examples of the typical costs of an extended trip:

	<u>Driving Time</u>	
	<u>Regular (8 hours)</u>	<u>Maximum (10 hours)</u>
Driver	\$ 85.52	\$106.90
Fuel	83.34	104.16
Bus Rental	<u>37.50</u> (500 miles)	<u>37.50</u> (per day)
Day Trip	206.36	248.56
Driver Per Diem	<u>75.00</u>	<u>75.00</u>
Overnight Trip	\$281.36	\$323.56

/s/

Loren G. Burton
Superintendent