

# FIELD TRIPS

Effective 2010-2011 School Year

**POLICY:** District funds are not to be used to support field trips; therefore, they must be self-supporting.  
FOR EXAMPLE: District bus transporting students to the Denver Zoo.

## PROCEDURE:

### INSTRUCTIONAL FIED TRIPS

**BETWEEN ROUTE TIMES** – Trips that depart school at or after 9:30am and return at or before 2:15pm are considered *Between Route Trips*.

Depart/Return	0.00 to 4.75 Hours
Greater than or equal to 20 students = \$9.00 per student Less than 20 students = \$18.00 per student	

**INTO ROUTE TIME** – Trips that depart school before 9:30am and/or return after 2:15pm are considered *Into Route Time Trips*. **Bus availability is not guaranteed, a bus must be reserved.**

Depart/Return	0.00 to 6.00 Hours
Greater than or equal to 20 students = \$11.00 per student Less than 20 students = \$22.00 per student	

Depart/Return	Over 6.00 Hours
Greater than or equal to 20 students = \$14.00 per student Less than 20 students = \$28.00 per student	

- Correct billing codes must be used by the school for all trips.
- Sponsors must initial student counts on all trip tickets and sign: their signature on the Field Trip Ticket indicates they have verified the student count.
- Trip billing time will start at the requested pickup time on the Field Trip Ticket Request, not at the time of boarding bus.
- When return time is delayed due to late bus boarding, additional time will be charged to the school.
- Trip Cancellations Fees: Cancellation fee will be \$50.00 if cancelled the day of the trip. Trips that are cancelled due to weather will not be charged the cancellation fee.
- Late fees will be charged on every trip received less than seven working days before the date of the trip. This fee will be \$75.00 per bus.

# FIELD TRIPS

Effective 2010-2011 School Year  
(Continued)

## PROCEDURE:

### NON-INSTRUCTIONAL TRIPS

**Day Care, Athletic, Band, Cheer, Outdoor Education, Young Ameritown, etc.**

**BETWEEN ROUTE TIMES** – Trips that depart school at or after 9:30am and return at or before 2:15pm are considered *Between Route Trips*. These Non-Instructional trips are charged at \$47.00 per hour. This hourly charge includes the trip time plus one (1) hour (½ hour prior to the trip for pre-trip and travel to your school, and ½ hour after the trip for travel time from your school to the next assignment or terminal parking).

Example: Trip times are 9:30am to 2:15pm – total trip time is 4.50 hours plus 1.00 hour bus travel time

$$\$47.00 \times 5.50\text{hrs} = \$258.50$$

**INTO ROUTE TIME** – Trips that depart school before 9:30am and/or return after 2:15pm are considered *Into Route Time Trips*. These Non-Instructional trips are charged at \$52.00 per hour. This hourly charge includes the trip time plus one (1) hour (½ hour prior to the trip for pre-trip and travel to your school, and ½ hour after the trip for travel time from your school to the next assignment or terminal parking).

Example: Trip times are 8:00am to 3:00pm – total trip time is 7.00 hours plus 1.00 hour bus travel time

$$\$52.00 \times 8.00\text{hrs} = \$416.00$$

- **There will be a minimum two (2) hour charge for any Non-Instructional trip.**
- Correct billing codes must be used by the school for all trips.
- Sponsors must sign all Field Trip Tickets: their signature on the Field Trip Ticket indicates they have verified the trip times.
- Trip billing time will start at the requested pickup time on the Field Trip Ticket Request, not at the time of boarding bus.
- When return time is delayed due to late bus boarding, additional time will be charged to the school.
- Holiday trips: Any trips scheduled during school/district holidays will be subject to additional charges. Please call Transportation to receive a quote.
- Trip Cancellations Fees: Cancellation fee will be \$50.00 if cancelled the day of the trip. Trips that are cancelled due to weather will not be charged the cancellation fee.
- Cost of meals and lodging for driver on over night trips will be the responsibility of trip sponsor. Bus Drivers are paid 8.00 hours per day minimum for each day the bus is gone from the terminal.
- Late fees will be charged on every trip received less than seven working days before the date of the trip. This fee will be \$75.00 per bus.