



Trip Tips & Information



Formula for estimating the cost of a trip, trips will be billed actual cost. Current charge per hour X estimated hours + current charge per mile X estimated miles = trip cost. Add one hour to the estimated hours and add mileage to and from transportation to your school to the estimated miles.

You will only be billed the additional hour and miles if they are used. Please be aware that trips will be charged clean up and a clean bus will save you money. ACCOUNT CODES ARE REQUIRED ON REQUEST, NO CODE, NO TRIP

General capacity of a bus is HS = 54, MS = 56, ELE = 76 to 84. Capacity will change depending on the size of the students. For elementary trips one adult = two students. **Buses will not travel overloaded.**

Comment Box Any specific trip information goes in the comment box. For example: wheelchair(s), storage, stopping to eat or eating on the bus, the trip is a drop or pick up only, shuttle, itinerary, anything transportation needs to know. BUSES AUTOMATICALLY REMAIN WITH A TRIP UNLESS OTHERWISE NOTED IN THE COMMENT BOX. DRIVERS BID THIS WORK FOR THEIR LIVELYHOOD AND IT IS NOT FAIR TO CHANGE A TRIP TO A SHUTTLE AT THE LAST MINUTE BECAUSE SOMEONE NEGLECTED TO MAKE A NOTE IN THE COMMENT BOX.

Trips within 15 min. travel time from the school and departing by 9:10 AM may be attached to buses at the school. Trips planning to arrive back at their school by 11:40 AM or 2:10 PM and that are **within 15 min. travel time**, may be attached to KG or PM bus routes. The charge would then be actual drive time & mileage, saving money. Please note that Boston Harbor may not use 2:10 PM as buses could not arrive at their next school in time.

Staff is expected to monitor student behavior however, the driver has final responsibility & authority. (that is by law) On trips where the bus is needed to cover a school route, buses will depart at the designated departure time **loaded or not.** Should anyone be left behind, the bus will return at the end of their route and pick them up with additional time and miles charged to the trip. Drivers and staff need to communicate before departing the bus regarding bus departure time. Trips that extend into route time are not guaranteed and may be shortened in order to cover routes. Advance notice will be given as early as possible if this is necessary but please be aware that this information could be conveyed as early as the morning of the trip.

SCHOOL ROUTES TAKE PRIORITY OVER FIELD TRIP COVERAGE

In compliance with the Union contract, schools chartering bus service will be required to notify transportation. The cost of the trip will be billed to the school, even though we did not provide the service.

LEGAL INFORMATION By law, the following items may not be transported on a school bus: glass containers, flammable liquids, aerosol cans, weapons of any kind, animals (except service animals), large, bulky items (music instruments need to be small enough to fit in the lap of the student or on the floor in front of them without being higher than the seat back). By law, the aisle and exits of a school bus must **NEVER** be blocked. By policy, the following items may not be transported on a bus: skateboards (even in a backpack). By policy, the following may not be WORN on a school bus, rolling shoes & cleats. That means that boxes carrying lunches, luggage, and **ANY** bulky item must be transported in the storage compartment of a bus.

C Some schools travel together, this means some classes may not ride together, do not give the driver a hard time
I should your class be split. ALL luggage and bulky items (including those belonging to teachers and counselors)
S **MUST** be transported the day before on the truck. Due to spring sports, storage buses cannot be guaranteed for
P Cispus trips. Please hand out cabin assignments and name tags before boarding the bus. Staff need to remain
U seated during the trip. Drivers have specific instructions do not ask them to break the law or policy.
S (see legal information)