

2019-2020 Field Trip Guidelines

- Please remind teachers that, field trips must be completed between the hours of **9:30 am (leaving the school)-1:30 pm (arrive back at the school)**. **If the school bus is late arriving back to your school there will be a \$50.00 late fee issued (traffic is the only exception).**
- Field trips should be requested in Wherebus at least **1 week in advance**. If the field trip(s) aren't requested within the allotted time frame we cannot fulfill your request. **NO EXCEPTIONS**
- If there is any deviation off of the assigned trip you will be billed after the trip. Please be specific with your request so that this doesn't happen.
- When requesting a trip please adhere to the passenger capacity list! Buses will not be operated when overcapacity (Ref. School Board Policy #6430.2). **1 adult= 2 children**

Bus Size (# Seats)	# Students Elementary	# Students Middle	Elementary & Middle	# Students High	Middle & High
18	54	45	49	36	36
20	60	50	55	40	40
22	66	55	60	44	44
24	71	60	65	48	48

- All schools are expected to provide payment **at least 3 days** in advance of a field trip. While awaiting the check through the courier, we will accept a copy of the check, budget transfer or check request through email to verify payment. (2-6550-706-333-000-131-00 transportation code).

- Please forward the check, completed budget transfer form or check request to **Shaquana Lindsey in Transportation Services**. If a third party or a sponsor provides the trip; we expect the school to provide payment, even if the school is awaiting reimbursement.
- **Hourly rate for 2019-2020 school year, \$21.00 per hour.** Mileage remains \$1.65 per mile
- **We will no longer accept any field trips if your school has a previous balance.** Please stay current with your field trip invoices so that your school can continue to use school buses for field trips.
- Please remind teachers to check behind students before exiting the bus for any belongings or trash left behind. A **\$25.00 cleaning fee** will be issued if any trash is left behind after your field trip.
- All payments are to be sent to Shaquana Lindsey at Transportation Services
2013 Hamlin Road
Durham, NC 27704

Please contact the division for your school for any questions or concerns.

Southwest- Julian Ramirez

Southeast- Kelvin Johnson

Northern- Walter Brown

We look forward to an exciting year with regards to providing field trip transportation for your 2019-2020 school year.

Best regards,

Transportation