

Bus Trip Guidelines

When planning a trip, please consider the grade level of the students that will be transported. School buses are able to accommodate the following number of passengers by grade level:

| | |
|------------------------------------|---------------|
| Kinder – 2 nd | 65 passengers |
| 3 rd – 5 th | 60 passengers |
| 6 th – 8 th | 52 passengers |
| 9 th – 12 th | 52 passengers |

Please check the availability of bus transportation before submitting a bus trip request form by email Transportation at ***Transportation@galt.k12.ca.us*** ***Dates will not be reserved over the phone***

Please have the following information available:

Departure Date of Trip: _____ Return Date of Trip: _____

Time of Departure: _____ Time of Return: _____

Trip Destination: _____

Day of the Week: _____

Grade Level to be Transported: _____

School & Group Requesting Trip: _____

Number of Students and Adults: _____

Any Special Instructions (*i.e. extra or alternative stops, wheelchair transport, special Medical needs*)

Once the availability of transportation has been established, you will be able to submit the Bus Trip Request to your Site/Department Administrator for approval.

In cases where district buses are not available, the Transportation Department will be responsible for securing alternative services with outside vendors. You will then be advised of the approximate cost of the trip. **Under no circumstances are these arrangements to be made through other departments or charter companies.**

In order to estimate trip costs using district resources, please use the following rate schedule: ***(These rates are effective 8-01/2023)***

Mileage Rate: \$ 2.50 per mile

Trip Rate: \$ 30.00 per hour (up to 8 hrs)

Weekend Trip Rate: \$ 40.00 per hour (weekend trips up to 8 hours)

Cleaning fees may be charged if needed

Please Note: District rates do not reflect the rates charged by outside vendors.

NOTE: Contract carriers retain their own cancellation policies.