All San Juan Unified School District field trips shall be booked through the district Transportation Dept.

- **Athletic Field Trip**
- **Educational Field Trip**
- **Special Program**

**School/Department:** ________________________________

**Billing Information:**

- **Student Body**
- **Booster Club**
- **PTA**

(Budget Code Required for the following:
- **Title 1**
- **Athletics**
- **EL**
- **Sp.Ed.**
- **Other Program**

**Budget Code:** ________________________________________________

- **Outside Organization:**

  *Organization’s Name, Contact person, Address, and Telephone number*

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**Date and Day of Trip:** ________________________________

**# of Students:** _______  **# of Wheelchairs:** _______  **# of Adults:** _______  **Total:** _______

**Departing from:** ________________________________  @  _______  **A.M.**  **P.M.**

**School/Place**

**Destination:** ________________________________

**Place**

<table>
<thead>
<tr>
<th>Street Address</th>
<th>City</th>
<th>State</th>
</tr>
</thead>
</table>

**Return Departure time:**  _______________  **A.M.**  **P.M.**  **(BUS WILL LEAVE AT THIS TIME)**

**Date of Return:** ________________________________  **Return Arrival Time:** ________________________________

**Special Instructions:**

(All rest stops & meal stops shall be approved prior to departure per California Highway Patrol Regulation)

**Originator of Request:** ________________________________  **Phone #:**  ___________  **FAX #**  ___________

**Administrator's Approval:** ________________________________

**Executive Director:**

(Required for trips exceeding a 50-mile radius outside the district, overnight and out-of-state field trips)

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**NOTE:** All requests must be submitted **10 working days prior** to departure date. Dates will not be reserved over the phone. All trip requests will receive verification in writing as to their status.

*See reverse for school bus field trip costs and other important information.*
IMPORTANT INFORMATION REGARDING SCHOOL BUS FIELD TRIPS

1. Requests submitted without an administrator’s signature and/or those submitted with incomplete billing information will be returned to the originator.

2. All cancellations MUST be in writing.

3. Cancellation fee is 10% of reserved cost or $50. (whichever is greater) unless trip is canceled 10 working days prior to departure date.

4. If a common carrier (charter) is utilized, there will be a $50. inspection fee (SPAB).

5. Common carriers (charters) retain their own cancellation policies. If a trip is cancelled less than 10 days prior to the function, cancellation fees will apply up to the full charge – dependent upon the carrier.

School District Bus Trip Costs

(This chart lists costs associated with school district buses only.)

<table>
<thead>
<tr>
<th>Destination</th>
<th>Minimum charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Trips (located within 25 miles of the State Capitol)</td>
<td>$ 175.00</td>
</tr>
<tr>
<td>Minimum charge 4.0 hours</td>
<td>$ 175.00</td>
</tr>
<tr>
<td>Bay Area Trips</td>
<td>$ 625.00</td>
</tr>
<tr>
<td>Minimum charge 6.0 hours</td>
<td>$ 625.00</td>
</tr>
<tr>
<td>Mountain Trips</td>
<td>$ 560.00</td>
</tr>
<tr>
<td>Minimum charge 6.0 hours</td>
<td>$ 560.00</td>
</tr>
<tr>
<td>Valley Trips</td>
<td>$ 435.00</td>
</tr>
<tr>
<td>Minimum 5.0 hours</td>
<td>$ 435.00</td>
</tr>
</tbody>
</table>

1. All trip hours above the minimum hours as identified above are $32.00 per hour.

2. Confirmation: A confirmation with the estimate will be returned to each requester. If the trip exceeds the estimated time, the sponsor will be billed the additional fee.

3. Weekend trips will be billed at 1.5 times the normal fee.

4. Holiday trips will be billed at 2.0 times the normal fee.

5. Overnight Field Trips: If the bus stays with the group beyond the first day, there will be an additional charge of $ 290.00 per day plus $ 1.85 per mile. All side trips and stops must be on a pre-approved itinerary. The group will be responsible for providing private lodging and meals for the driver.

6. Costs for common carriers are determined by the carrier based on time and mileage. Maximum capacity for common carriers is 47 passengers. Each quote will include a $ 50.00 fee to cover booking and oversight. This includes an inspection of the bus and driver by a transportation staff member.

7. The Transportation Department will determine the number of buses required. Safety will be the basis for the decision.

8. All parking fees and bridge tolls are the responsibility of the Originator on the day of the trip.

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