

STUDENT FIELD STUDIES - GENERAL

No. 8901.1

APPENDIX A: DISTRICT BUS USAGE FOR FIELD STUDIES

1.0 BOOKING PROCEDURES

- 1.1 District buses may be booked for field trips by calling the Transportation Department.
- 1.2 Booking numbers will be assigned by the Transportation Department for each bus trip to facilitate ease of reference to particular excursions.

2.0 CHARGES

- 2.1 The rate schedule is based on hourly charges and frequent destinations have had standard times established. This enables schools to have increased certainty as to costs.
- 2.2 Transportation will communicate the expected charge when confirming the extra bus trip is ordered.

3.0 PAYMENT

- 3.1 Extra bus trips are charged to the school's district budget account at the time of booking.
- 3.2 If the school wishes to utilize school-based funds rather than the school's district budget account, a remittance can be made to the Finance Department to be credited to the school's district account for transportation recoveries.
- 3.3 In those rare circumstances where the school has not sufficient funds in their district budget account and must wait to realize sufficient school-based funds to make the contribution, a temporary deficit in the school's district budget account can be arranged through the Finance Department.
- 3.4 If the actual hours of bus service consumed on the excursion are different than the original booking charge, then:
 - (a) less than ½ hour will not be adjusted; or
 - (b) ½ hour or greater will have the charge adjusted.
- 3.5 Cancelled bus excursions will result in charges being reversed.