South Washington County Schools



                  District Transportation Services

8587 W. Point Douglas Road S.

 Cottage Grove, MN 55016

Phone: 651-768-5308 Fax: 651-768-5313

July 1, 2014

Dear Transportation Customer,

This information has been assembled to assist you in ordering school buses for field trips and athletic trips. All bus trips should be ordered through the transportation office on the “Request for Transportation” form which is available directly from the Print Center and should include your appropriate budget code. If a district bus is not available at the time you have requested we will order a contracted bus for your trip.

We know it is somewhat difficult to plan in advance for costing field trips, we hope this information makes that task somewhat easier.

**District buses vs Contracted buses:** We would like to provide district buses for all of your field trip needs but that is rarely possible during those times that we are doing pick up or take home routes. When your field trip needs fall anywhere between these times, **6:30 – 9:30 / 2:00 – 4:30**, you should plan for contracted busing costs.

**Costs:**

Charges for *district buses* remain the same as last year, $21.00/hour plus $1.95/mile.

Charges for *contracted buses* vary from company to company. We suggest you use the following figures when planning for contracted costs. Charges are based on a three hour minimum which is currently about $250, for each additional ½ hour use $25.50. If your trip is outside the seven county metro area, we can call and get quotes as those trips are usually priced differently.

If you have any questions please call our office. Thank you.

**TRANSPORTATION REQUEST INFORMATION**

 When requesting transportation from District 833 Transportation for a field trip or athletic event, please read the following information and follow the steps below.

1. Our first priority in Transportation is to transport students to and from school every morning, noon and afternoon. These demands have priority over any field trip or sport.
2. When you request a bus, we will make every attempt to accommodate you. However, during busy times of the year when more than one bus is needed, we may ask you to choose an alternate day or alter your times. Our busiest times are before 9:30a.m. and after 2:00p.m. **Note:** **please be on time for your return load.** Sometimes drivers do several trips in one day or may have a subsequent route. If the trip is late to return load and the driver has an additional responsibility, we may be forced to find a sub for their next trip/route.

3. We will also make every attempt to fill your request with a District owned bus and driver. However, there may be times when our equipment or driver is not available. We then will contract a bus for you from a private company. The cost of this is generally more than ours and you will be billed for the amount we are billed from this contractor.

4. You will find a table listing mileage to some destinations on the District Intranet. However, with MapQuest readily available to everyone now, we

 would suggest that you use this to determine your trip mileage. Please add

 6 averaged miles to and from the bus garage once you have determined the

 destination mileage. When calculating the per hour rate, add one additional

 hour for pre-tripping, fueling, sweeping and travel to and from your location.

 **As of 7/1/14, the charge for District buses is $21.00/hour and $1.95/mile.**

Keep in mind that drivers are paid from the garage and back to the garage

and are guaranteed 1 hour for one-way trips and 2 hours for round trips. Please notate on the request form if your trip is a one-way only.

 **Valley Fair trips in the spring are charged a flat rate of $360.00 – as**

 **we do not have the drivers stay.**

5. We always assume the driver stays with the trip unless you specify otherwise.

6. After the trip has been completed you will receive a bill. Payment should be sent to the District Service Center c/o Finance when funded by check or cash. Do not send payment to Transportation. If your bill is being paid by a district budget code, please include this code on the trip request. A copy of the bill is also sent to Finance for processing. The originator will receive a copy of the bill for information only. If there are any discrepancies please call Transportation at 768-5303. We will then make any necessary changes.

7. When ordering bus service, please fill out the Transportation Request

form completely. Include the complete address of the place of activity and phone number if available. Include directions if possible. Give the specific pick-up location at your school, (i.e. name of school, door number, etc.) If you need forms, they should be ordered directly through Printing.

 8. All parking fees are the responsibility of the trip originator.

 9. Regarding students with special needs, please note: when you order buses

that are being paid for by Special Services, each request needs to be pre-approved by Special Services **before** it comes to us.

 10. Send your Transportation Request form to the Transportation Office as soon

 as possible. When received at Transportation a confirmation will be sent

 back to you. Please note that contract language requires all trips be posted for 5 days so drivers have time to bid them. Trips are assigned by seniority to a diver at 8:00a.m. the day before the trip takes place.

 11. If you need to make any changes, call Transportation as soon as possible.

 Trips cancelled for any reason less than an hour prior to loading will be

 charged the 1 or 2 hour guarantee and 6 mile minimum.

 12. The average bus capacity is 77 passengers. This is based on 3 people per

 seat. If you have older students or adults, you may need to order an

 additional bus to accommodate them. We estimate 2/3 or 52 adults on a

 regular bus.

 13. Transportation has three trailers available to transport equipment, musical

 instruments, etc. They are assigned on a first-come first-served basis for

which we charge a flat fee of $25.00/trailer. If you need one and these are not available, we can arrange one for you at an additional cost from the

rental company, usually around $50.00/trailer.

 14. The Transportation dispatcher sends out a spreadsheet each day listing all the trips for that day. Anytime you order buses, please **make sure you check** **with your building secretary** for this information as trips may have changed and this way you will know ahead of time if we have not received your request.

\*\*\* Directions for locating mileage information and a costing worksheet are on the Intranet:

 Go on the district website & click on ‘All Staff’ under the 833 logo

 Select ‘Documents & Lists’ from the drop down menu

 Then select ‘Main Library’

 The files are in the ‘Guidelines & Handbooks’ folder

Thank you for choosing the Transportation Department to provide for your needs. Please let us know what we can do to make your trip safe and timely.

VAN RENTAL

Vans may be rented for $ 1.20/mile. Since availability may be limited, especially for the beginning of the school year, please check with Transportation ahead of time before sending us your van request.

Anyone requesting these vans must have completed training with the Transportation Department and have a current driving record on file here.

Please contact the Transportation Department for further instructions relating to van use.

**Memo**

To: Transportation Customers

Re: Car Rental Company Vans for student use

Minnesota Law does not allow school districts to transport students in vans that have a manufacturer’s rating of more than 10 individuals. These types of vans are “non-

conforming” vans that are primarily designed to transport equipment or cargo, not people. The state opted to prohibit this because of the different design, strength and construction of the “cargo” vans. 10 or less passenger vans have stronger sides and roof construction as well as other features which make them safer for transporting students. In addition, all of our vehicles have been inspected and approved by the State Patrol and are legal for transporting students.

Renting or leasing “non-conforming” vans to transport students is in direct violation of State Law.