

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 – 2nd	78 passengers
3rd – 5th	70 passengers
6th – 8th	65 passengers
9th – 12th	52 passengers

In order to check the availability of bus transportation, please contact Dawn Pinasco at (209) 745-1059 or *e-mail* Dawn at dpinasco@galt.k12.ca.us Please have the following information available:

Departure and Return Date of Trip:

Day of the Week:

Time of Departure: (group must be ready to load 15 minutes prior to departure)

Time of Return:

Grade Level to be Transported:

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 “on-line” *Bus Trip Request* (rev 7-1-11) 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.

You will receive a *confirmation copy* of the Bus Trip Request after it has been processed by the Transportation Department.

In order to estimate trip costs using district resources, please use the following rate schedule: (These rates are effective 7-1-11)

Mileage Rate:	\$ 2.00 per mile	
Driver Rate:	\$ 25.00 per hour	Additional time up to one hour may be charged for travel time to & from school as well as extra bus cleaning when necessary.
Weekend Driver Rate:	\$ 30.00 per hour	
District Vehicles (GHS only)	\$.60 per mile	

Please Note: District rates do no reflect the rates charged by outside vendors.