





**11. How much time in advance do we have to cancel a bus?**

*Contractually, field trip buses may be cancelled at any time. However, to avoid the minimum cancellation fee, the bus(es) must be cancelled off site. Once the bus is on-site a one hour minimum applies on school days and a 3 hour minimum applies on non-school days.*

**12. How do we cancel a bus after the order has been made?**

*Contractors request a phone call to their Charter Coordinator if the bus is cancelled on the day of the trip. Further, the cancellation must also be emailed for documentation purposes. Schools should include the name of the person to whom they spoke when they document the cancellation via email. If the bus is cancelled at least a day in advance of the services, an email to the Charter Coordinator is sufficient.*

**13. How much does it cost per hour**

*The hourly pricing for FY 15/16 is \$21.73 per hour. Mileage is .70 per mile. If an ESE bus is used, a monitor is required. Due to the differences in pricing between Contractors and possibility of other changes, contact the Transportation Business Office (858-6200) for current monitor pricing for a particular Contractor.*

**14. How can we transport luggage or equipment?**

*Luggage and/or equipment must be secured on the bus to ensure that in the event of an accident there would be no loose objects that could become projectiles. The wheelchair lift may not be used to load luggage or equipment onto the bus. It is recommended that an additional bus or other vehicle transport the luggage and/or equipment if space is not available to properly secure the cargo.*

**15. How can we transport students/faculty/chaperones with special needs on field trips?**

*An ESE bus may be requested to transport ESE students, etc... Trip sponsors may need to consider ordering additional buses if the wheelchair positions take up needed seating dependent on the size of the group.*

**16. Can we bring food or drink on the bus?**

*Contractors generally do not allow open containers of food or drink on field trips. Lunches, etc...properly secured, may be transported for consumption at a destination. Open containers may be allowed at the Contractor's discretion on longer trips. The reason there are restrictions is because the operator may or may not have time to clean the bus before their next trip. Usually, the next trip is to pick up the high school tier to transport students home.*

**17. Who can we contact if a school changes something during a trip?**

*Changes to a field trip in progress should be communicated with the operator, who should advise their Dispatch in case there are unknown factors that will need to be mitigated to service the change request. Trip sponsors should record any changes that may affect pricing on the Field Trip Voucher (FTV) so that payment may be accurately calculated during the payment process. Bookkeepers are not on the trips and have no idea of any special considerations that may affect pricing, unless they are properly noted on the FTV.*

**18. Is there a form for the driver to fill out?**

*No, the trip sponsor enters all information on the bus voucher. The driver provides the odometer miles to trip sponsor. Bus vouchers are **REQUIRED** unless special arrangement were made through the Transportation office.*

