

(SCHOOL DISTRICT)
TRANSPORTATION DEPARTMENT
(Street Address)
(City, State, Zip Code)

(Designated Person)
(Director of Transportation)

Telephone (AC) (Phone Number)
Fax (AC) (Phone Number)

MEMORANDUM

TO: All
FROM: (Transportation Director)
DATE: (Date)

After careful review of our Field Trip and Athletic Trip rates, we must **raise our rates starting (Date). Trips taken before (New Starting Date) will be charged at the current rate.**

Below are the rates for Field Trips and Athletic Trips starting (New Starting Date).

Out of District Rate	\$33.00
Mileage rate	\$.75 per mile

Your group may be charged for meals if out during these times.

Breakfast	(5:00 a.m. - 8:00 a.m.)	5.75
Lunch	(11:00 a.m. - 1:00 p.m.)	\$7.25
Dinner	(5:00 p.m. - 7:00 p.m.)	\$14.50

Thank you.

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M E M O R A N D U M

TO: Administrators, Principals, Secretaries and Teachers

FROM: (Transportation Director)

DATE: (Date)

After careful review of our Field Trip and Athletic Trip rates, we must **raise our rates starting (Date). Trips taken before (New Starting Date) will be charged at the current rate.**

Below are the rates for Field Trips and Athletic Trips starting (New Starting Date).

Hourly rate	\$18.50 per hour
Overtime rate	\$27.75 per hour
Mileage rate	\$.75 per mile

Your group may be charged for meals if out during these times.

Breakfast	(5:00 a.m. - 8:00 a.m.)	\$5.75
Lunch	(11:00 a.m. - 1:00 p.m.)	\$7.25
Dinner	(5:00 p.m. - 7:00 p.m.)	\$14.50

MILEAGE WILL BE CHARGED ON ALL REQUESTS.

Mileage and time, start and end, at the transportation garage.

Please schedule your trips between 9:15 AM and 2:00 PM. There is a minimum call-out of two hours for bus trips if you travel before 9 a.m. or after 2 p.m. because we have to call in a substitute driver from home assuming a substitute is available. We have one driver that starts at 3:00 PM. So please do not schedule returns after 2:00 PM. If these times can not work for you, please check with Transportation to see what arrangements can be made.

Please do not schedule trips during Early Dismissal times for ANY of the schools.