**MEMORANDUM**

**TO:** All

**FROM:** Transportation Director

**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.

**MEMORANDUM**

**TO:** Administrators**,** Principals, Secretaries and Teachers

**FROM:** Transportation Director

**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.**