



SCHOOL BUS TRANSPORTATION FIELD TRIP SERVICE RATES
July 1, 2019 through June 30, 2020

Transportation Services Department is pleased to provide support to the students of the District enhancing the educational experience ([AP 4585](#) & [AP 4586](#)). Transportation has limited resources day-by-day and demands for services fills up quickly. Please book your educational trip at least **14 days** prior to the departure date or earlier in the school year to guarantee service. The number of School Buses scheduled for an event is determined by the Transportation Staff utilizing Students' grade, level of student needs and the number of chaperones riding to the event.

Field Trip Pricing

Pricing will be a flat rate of \$230.00 for single destination, per bus for round trip service Monday through Friday during business hours of 5:00AM to 8:30PM. The flat rate pricing applies to the following boundary extending from the International Border to Oceanside, Vista, Escondido, Poway, Santee, and Lakeside. Additional services, destinations North and East of the cities listed will be priced upon the itinerary submitted (**review Out-of-Boundary Field Trips below**). Trips within the boundary but outside the normal operating hours during weekends, holidays and afterhours will have a flat rate of \$405.00 per bus.

Additional delay fees per bus could incur if the delay of the trip is due to the school or students not ready at the scheduled time. Trip delay fees will be assessed after the first 15 minutes at a cost of \$12.50 per fifteen minutes thereafter. Trip(s) will be charged as estimated after **5 days** unless transportation receives concerns about the trip via email to fieldtrip@sandi.net

Billing Fact Sheet

Many field trips are funded by organizations other than the school site. Schools are able to collect these fees by completing the [Billing Fact Sheet](#) (BFS) and send it to Tiffany Lilley (tlilley@sandi.net) of the Financial Accounting Department. Tiffany will send out an invoice requesting reimbursement for the field trip.

Out-of-Boundary Field Trips

Please allow additional time for scheduling these trips as additional services/equipment are necessary to facilitate. In addition, we have very limited availability and resources for trips of this nature. Finally, allow **48 hours** for pricing as this is custom tailored to your specific event. Trips will be assigned to a driver 6 days prior to departing.

Coach-Style Bus (SPAB)

The District is not authorized to use School Pupil Activity Buses (SPAB) during the 2019-2020 school year.

Cancellation Policy

Please provide as much time for processing as field trips are assigned a driver 6 days prior to the day of departure. A cost to cancel the field trip will be calculated due to driver wages required. Trips canceled due to weather will not have additional fees. Additionally, modifications to a previously scheduled field trip within 6 days of the departure date may not be accommodated or may include additional costs if trip is transferred to another driver. *Any cancellation within this period will require a fee to fund irreversible costs.*

Accessing your Field Trip Manifest

It is important that you review the details of the trip to ensure that the manifest is correct. You may access this information in the “Manifest / Rosters / TSF’s” on the “for Staff” transportation web page. <http://transportation2.sandi.net/manifest.htm>

- In the user box, use your site’s three digit code
- Enter password for your site; please call Field Trip office if unknown
- Select the appropriate week for the trip to view

Please remember your site administrator must approve the Field Trip request in [Trip Tracker](#) before scheduling and assigning a driver.