

APPENDIX A

REGULATION #8901.1-1: STUDENT FIELD STUDIES - GENERAL

APPENDIX A: DISTRICT USAGE FOR FIELD STUDIES

1. BOOKING PROCEDURES

- 1.1. District buses may be booked for field trips by calling the Transportation Department.
- 1.2. Booking numbers will be assigned by the Transportation Department for each bus trip to facilitate ease of reference to particular excursions.

2. CHARGES

- 2.1. The rate schedule is based on hourly charges and frequent destinations have had standard times established. This enables schools to have increased certainty as to costs.
- 2.2. Transportation will communicate the expected charge when confirming the extra bus trip is ordered.

3. PAYMENT

- 3.1. Extra bus trips are charged to the school district's budget account at the time of booking.
- 3.2. If the school wishes to utilize school-based funds rather than the school's district budget account, a remittance can be made to the Finance Department to be credited to the school's district account for transportation recoveries.
- 3.3. In those rare circumstances where the school has not sufficient funds in their district budget account and must wait to realize sufficient school-based funds to make the contribution, a temporary deficit in the school's district budget account can be arranged through the Finance Department.
- 3.4. If the actual hours of bus service consumed on the excursion are different than the original booking charge, then:
 - a) Less than ½ hour will not be adjusted; or
 - b) ½ hour or greater will have the charge adjusted.
- 3.5. Cancelled bus excursions will result in charges being reversed.