

# WOODINVILLE HIGH SCHOOL ASB - NSD BUS/VAN REQUEST



*Monday, Tuesday, Thursday, Friday: Between 9:35 a.m. and 1:55 p.m.. & after 5:15 p.m.*

*Wednesday: After 3:30 p.m.*

*Non-Student Day/Weekends/Holidays: Anytime (Holiday cost is double to cover driver pay)*

Trip Name: \_\_\_\_\_ Trip Date(s): \_\_\_\_\_

Reason for trip: \_\_\_\_\_ Club Account to be charged: \_\_\_\_\_

Destination & Address: \_\_\_\_\_

Miles from WHS to Destination: \_\_\_\_\_

Departure from WHS: \_\_\_\_\_  AM  
Time \_\_\_\_\_  PM

Destination arrival time: \_\_\_\_\_  AM  
Time \_\_\_\_\_  PM

Depart to return to WHS: \_\_\_\_\_  AM  
Time \_\_\_\_\_  PM

Arrival time back at WHS: \_\_\_\_\_  AM  
Time \_\_\_\_\_  PM

***56 people per bus (including students and chaperones-2 people per seat)/8 people per van (including driver with Type II driver's license certification)***

Bus  Van # of adults: \_\_\_\_\_ # of students: \_\_\_\_\_ Wheelchairs: \_\_\_\_\_ # of vehicles: \_\_\_\_\_

**Estimated Cost per bus** @ \$48/hour + \$1.47/mile (if in the day trip window outlined at the top of the page\*), **add one additional hour total** for the bus to go to/from Transportation/WHS and bus prep/fueling/clean up, **add 10 miles** for the buses' round trip from/to WHS from the Transportation Center, **add \$3.50 one-way** for 520 bridge (if applicable), add parking costs (if applicable) and be advised that trips delayed (excluding traffic and mechanical issues) and arrive back to WHS after 1:55 p.m. will be charged a 2-hour minimum delay fee @ \$96/hr.

\$ \_\_\_\_\_ per bus times # of buses \_\_\_\_\_ = Total Cost \$ \_\_\_\_\_

**Estimated cost per van** @ \$.55 per mile (van is picked up at NSD Transportation).

\$ \_\_\_\_\_ per van X # of vans \_\_\_\_\_ = Total Cost \$ \_\_\_\_\_

Contact Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ WHS Phone: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

**\* When planning a trip outside of the day trip window please see charter buses on the next page.**

Club Advisor _____	Date _____
Student Rep _____	Date _____
Prime ASB Advisor _____	Date _____

Accounting Information Office Use
Posted _____

## Planning Guidelines for Trip Charges

When preparing your trip budget, it is helpful to **utilize Google Maps** and Trip Tracker to estimate the time and mileage of an NSD bus for the trip. Please contact the NSD Dispatcher Melanie Nelson @ 7907 or [mnelson6@NSD.org](mailto:mnelson6@NSD.org) or 7900 for general questions or more information.

### Charter buses:

- If your trip is scheduled outside of the field trip window you can expect a charter bus.
- If you have flexibility in your schedule, please contact Melanie or Dispatch as the trip may be split between a charter company taking students to their destination and a Northshore bus returning them to school.
- Charter companies will transport students provided that there is an adult chaperone on the bus. (Please see below for the Washington Administrative Code (WAC) pertaining to bus chartering). Please have arrangements in place on one way trips to get the chaperone returned to school. For clarification on chaperones on individual trips please contact Melanie. Please try to schedule any upcoming trips 15 or more days in advance.
- **Charters are approximately double the cost of NSD providing the trip, please plan your budget accordingly.**
- If you are being transported on a charter bus and need to utilize the ferry system, you will need to pre-arrange payment for the ferry.
- Please double check that:
  - Your trip has been confirmed 5 days in advance
  - Dates are correct
  - Correct number of buses has been ordered

### Bus Mileage:

- Due to lack of parking spaces in downtown Seattle you may want to factor in a few additional miles and paid parking costs.

### Night/Weekend/Holiday Trips:

- Factor in a minimum of 2 hours for the driver (per contract) during school days
- Factor in a minimum of 4.5 hours for the driver (per contract) non-school days and/or weekends
- Factor in a minimum of 5.5 hours for the driver if doing a split trip (per contract) non-school days and/or weekends
- Overnight trips include driver's meals and lodging
- Holiday cost is double to cover driver pay

### Changes to approved trips:

- If you are needing to change or modify a trip please email Melanie [mnelson6@nsd.org](mailto:mnelson6@nsd.org) or call 7907 you will receive an email confirmation in return. If you have not received a confirmation your trip has not been changed, please call again Any changes or requests within 48 hours of a trip needs to be followed with an email or phone call. It is recommended you confirm weekend and holiday trips on the last work day prior to your scheduled trip.
- Every time a trip is scheduled, approved, and/or denied, an email is generated from Trip Tracker.

### Trip Definitions: Curricular (state definition field trip) or Co-Curricular (state definition Extra-Curricular or Athletic):

- **Curricular activities include:**
  - Any trip that occurs during normal school hours **related to the classroom**
  - Tutor after school bus
  - Health & Science, Drama, and Music related to a "passing grade" in the classroom
- **Co-Curricular activities include:**
  - Athletic events
  - Marching Band
  - Activities, clubs, etc.

### PTAs and Boosters:

Parents cannot contract with charter companies on behalf of the district. Please contact Ashley Clericus (Manager of Contracts Procurement) at ext. 7651 if you have any questions.

### Supervision:

Supervision of children on trips under this subsection shall be designated to a specific employee of the school district who shall ensure that the driver shall have not have unsupervised access to students during the trip.

### General Reminders:

- Due to liability purposes only Northshore students, staff, and approved chaperones are allowed to ride on the bus
- Any trips outside of our district or on a charter bus requires an adult chaperone and a list of students aboard the bus
- Bulky or glass items, balloons, and animals are restricted from being transported on the bus (with an exception for pre-authorized service animals)
- Items and/or equipment will need to be stored in the requested luggage bays and by law cannot be loose in the passenger compartment.
- For a full list of restricted items please see the Rights and Responsibilities Handbook that is on the Northshore website.